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3.	V.1.43	APPENDIX 'C' COND CODE	REPLACE THE EXISTING CONDITION CODES AS FOLLOWS: 1-UNUSED-GOOD 2-UNUSED-FAIR 4-USED-GOOD X-SALVAGE (VALUE ABOVE MATERIAL CONTENT, BUT NOT ECONOMICAL TO REPAIR S- SCRAP (NO VALUE ABOVE THE BASIC MATERIAL CONTENT)
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Rocky Flats Environmental Technology Site

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APPROVED BY:



Vice President, SSSO&I
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Subject Matter Expert, Property Administration
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This manual SHALL be available at a known location for reference

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4-G52-ILSP-03.00, MAINTENANCE PREKIT MATERIAL

4-PRO-029-ILSP-00.00, BIULDING 551 STORES ITEMS

4-P55-DCI-WOP-001, 130 WAREHOUSE OPERATING PROCEDURE

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CHAPTER I, ADMINISTRATION

PART 1, GENERAL RESPONSIBILITIES

1. PURPOSE

The Site Prime Contractor to the US Department of Energy, Rocky Flats Field Office (DOE/RFFO) is responsible for developing and implementing a centralized property administration program for the management, administration, and control of Government property assigned for use at or supporting the Rocky Flats Environmental Technology Site (Site). This responsibility includes promulgating and implementing Site property policy applicable to company operations and subcontractors; maintaining a Government property control system; and monitoring company and subcontractor property management performance.

The site prime contractor has delegated property management responsibilities to Rocky Flats Closure Site Services, L.L.C., a subcontractor, designated as the Lead Property Management Contractor (LPMC). This Property Management Manual (PMM) has been developed by the LPMC for implementation at the Site. Additionally, LPMC is responsible for developing and implementing a centralized property administration program for use by all designated Site contractors/subcontractors and for maintaining the PMM to meet evolving requirements of the Site Closure Mission.

All documents developed to implement Site-applicable Property Management requirements **SHALL** be reviewed and concurred with by the LPMC Property Management.

2. SCOPE

This manual applies to all Site contractors/subcontractors and their employees who have been assigned Government property. All assigned Site contractors/subcontractors are responsible for providing effective care and control of Government property. Some employees are assigned special additional property management responsibilities as company Property Managers, Property Administrators, Points of Contact (POCs), and Property Custodians.

Within this manual a **SHALL** statement identifies mandatory elements and requirements. Deviation from **SHALL** statements require prior approval from LPMC Property Management.

A **SHOULD** statement is a recommendation that is based on standards and good business practices.

3. RESPONSIBILITIES

Appropriate management personnel (i.e. Department Managers, Division Managers, Facility Managers, etc.) are responsible for the acquisition, utilization, maintenance and disposition of materials needed to accomplish the mission of their organizations. Management is responsible for the property assigned to their organization and **SHALL** designate the property custodian in writing in accordance with Chapter X, Part 1, Appendix 25. Management is also responsible for ensuring that property custodians and building managers are including the cost of readiness and removal of excess property in the facilities operating baseline budget.

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3. RESPONSIBILITIES (CONTINUED)

Management is responsible for ensuring prompt transfer of property accounts when the assigned property custodian is released from management of the property account to prevent loss of accountability of government property.

3.1 Senior Management

Manage overall Site Government property program in accordance with requirements of the PMM.

Coordinate the efforts of all Site contractor/subcontractor organizations with property management functions to ensure overall compliance with the PMM and all applicable property management regulations.

Implement applicable company-specific property management programs, manuals, and procedures in accordance with the Site program.

Ensure staffing levels are adequate to perform property management responsibilities.

Provide interface between other Site contractors/subcontractors and DOE/RFFO.

Provide input for appropriate change implementation to LPMC Property Management.

Ensure budgeting for the cost of readiness and removal of excess government personal property assigned to applicable organizations.

Direct the implementation of the Property Assessment Program for Property Management in accordance with PMM Chapter VIII, Personal Property Self Assessment Program.

Ensure the provisions of the Property Equipment Control System/People Soft Asset Management System (PECS/PSAM) are implemented.

3.2 LPMC Property Management Department Manager

Provide for the coordination, guidance, and prioritization of all Site property management issues for the following LPMC organizations:

- Property Management
- Logistics Operations
- Supply Operations
- Traffic Management
- Transportation
- Cafeteria Operations

Maintain all development and change control for the PMM, implementing the requirements of MAN-001-SDRM, Site Documents Requirements Manual.

Maintain a list of Site contractors/subcontractors assigned Government property and the designated Site Property Administrators (PA).

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3.2 LPMC Property Management Department Manager (continued)

Evaluate Property Management training needs in accordance with the Training User's Manual (TUM), and ensure any training deficiencies are addressed per the Site and Federal requirements.

Ensure the PECS/PSAM provisions are implemented and used to ensure a centralized and integrated Property Management system.

Manage the Site Property Management program in accordance with this manual, applicable implementing procedures, DOE contract requirements, and sound business practices.

Coordinate Property Management administration.

Develop duties and training needs for Property Management personnel, establish organizational goals and objectives, and develop improvement objectives and applicable procedural needs for the organization.

Develop the Personal Property Management Assessment Plan for the organization.

Maintain a centralized property management system to provide Site-wide guidance, coordination, assistance, and management overview to ensure that LPMC Property Management responsibilities are properly met.

Provide instructions for the identification, recording and tagging of equipment.

Act as the Property Management liaison between DOE, Site contractors/subcontractors, and other Federal agencies. Serve as the Site contact during property audits, appraisals, and reviews by the Site designated Prime Contractor's Internal Audit, DOE, and other Government agencies.

Plan and implement programs which measure and improve property management performance. These include performing property management assessments, walk down reviews of property associated with planned facilities D&D projects, assuming control and disposal of abandoned personal property, and conducting physical inventories of personal property.

Review all purchase requests to ensure utilization of on-site supplies in lieu of new procurement. This includes purchase requests for Capital Equipment Not Related to Construction (CENTRC) funds. On-site items may reside within Site contractors/subcontractors, or Government excess.

Search the Energy Asset Disposal System (EADS) for all property acquisition requests. If property is available, notify the requester of availability as excess Government property and place a freeze on the property with the holding agency.

Conduct periodic validation of records of property disposed through LLW or reuse to validate the accuracy of the PECS property records.

Ensure completion of the base line inventory and all subsequent inventories.

Ensure the property system is approved and discrepancies are addressed.

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3.2 **LPMC Property Management Department Manager (continued)**

Ensure the site Prime Contractor, Property Management is kept current with system changes.

Ensure physical inventories are:

- Conducted using personnel other than users or custodians, as feasible.
- Observed and that follow-up audits are made by independent representatives, as necessary.
- Conducted using inventory methods approved by the DOE contracting office. Methods include Inventory By Exception (IBE) and statistical sampling inventory procedures. IBE methods may be used for items that require maintenance and calibration.
- Conducted by actual count of property independent of property records.

Ensure that the physical inventory reconciliation process includes the following:

- Prompt action to locate missing equipment.
- Investigation of abnormal adjustments such as value, criticality, and sensitivity.
- Preparation of adequate supporting records for inventory adjustments.
- Inclusion of unidentifiable equipment located during inventory.
- Review and approve reconciliation actions and supporting records by a responsible official at least one supervisory level above the official preparing such records.
- Reports inventory adjustments and submits them to the Site Prime contractor, Property Management and the DOE contracting office, as required, on a timely basis.
- Retention of records for an adequate length of time in accordance with 1-V41-RM-001.

Record status and requests for relief of liability for lost, suspected theft, damaged, or destroyed items in accordance with PMM Chapter IV, Part 4.

Appoint the Precious Metals Control Officer (PMCO).

Ensure precious metals annual inventories are conducted properly.

3.3 **Facility/Department Managers and Supervisors (Line Management)**

Maintain general knowledge of department property including its use, custodial assignment, general condition, and location.

Ensure that the Government property assigned is properly managed and maintained in a safe and operative condition to achieve effective program support and maximum utilization in a cost effective manner.

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3.3 Facility/Department Managers and Supervisors (Line Management) (continued)

Ensure that all personnel understand and perform their responsibilities as users of Government property, and that Government property is utilized for official use only.

Ensure that lost, suspected theft, damaged or destroyed Government property is promptly reported in accordance with PMM Chapter IV, Part 4, Loss, Damage, or Destruction of Government Property.

Ensure property managers or property custodians conduct Property Management Self Assessments in accordance with PMM Chapter VIII, Personal Property Self Assessment Program and take applicable corrective actions to correct identified deficiencies.

Notify Property Management in writing of the names of Property Custodians in accordance with Chapter X, Appendix 25 of the PMM.

Promptly assign a new property custodian when the current custodian is released from management of the account to ensure a property account transfer inventory is conducted to prevent abandonment of the property account.

Provide a single point of contact with LPMC Property Management regarding property matters.

Ensure completion of respective Government property physical inventories in accordance with established schedules.

3.4 Financial Property Accounting Personnel

Input subcontractor purchased capital equipment to the People Soft Asset Management System (PSAM), and transmit information monthly to the DOE Financial Management Division (FMD) with the LPMC Property Management Department.

Establish and maintain financial accounting elements for property records on PECS, to include unit acquisition cost, installation cost, and freight cost.

Provide LPMC Property Management with accounting reports and information, as requested.

Review disposition and create transfer of Government property, and coordinate financial interface actions with DOE/RFFO and other Site contractors/subcontractors.

Establish and maintain a database of work-in-progress costs. Apply these costs to completed Site items and accounts following project completion in coordination with LPMC Property Management.

3.5 Site Transportation and Traffic Management

Perform duties as assigned by the Logistics Department Manager to aid the LPMC Property Management Department Manager in completing Property Management objectives in accordance with applicable provisions of the Site Transportation Safety Manuals and the PMM.

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3.6 Site Supplies & Services Manager

Perform duties as assigned by the Logistics Department to aid the LPMC Property Management Department Manager in completing Property Management objectives.

3.7 Site Property Management (Property Utilization and Disposal) Manager

Assist property custodians and Facilities Decommissioning and Demolition (D&D) Personal Property Project Managers (PPPMs) in the disposition of excess property.

Provide technical guidance to property custodians and PPPMs on how to account and process excess personal property to include conducting facilities walk-downs to identify the accountable/non-accountable property to be disposed of for reuse processing or as Low Level Waste (LLW) in accordance with applicable provisions of Chapter V, Reutilization, Transfer, and Disposal, and 94-RWP/EWQA-0014, Low-Level Waste Management Plan.

Approve and coordinate the property custodians and PPPMs requests for movement of excess property for reuse processing.

Ensure compliance with PMM Chapter V on the reutilization and disposal of excess personal property.

Ensure property received from property custodians or PPPMs has been properly documented on the Declaration of Excess (DE) form (Appendix C, Chapter V) and that all property High Risk Reviews have been conducted in accordance with Chapter V.

Take prompt action to accept transfer of property received from property custodians in PECS.

Perform internal assessments in accordance with PMM Chapter VIII, of the functions involved in processing excess property, screening for reutilization and disposal, records management of disposed property, PECS updates of property records and proper closure/retirement of records.

3.8 Site Security Services

Complete case reports regarding lost, suspected theft, damaged, or destroyed Government property in accordance with PMM Chapter IV, Part 4

Furnish a copy of case reports to the LPMC Property Administration except reports involving GSA vehicles. Furnish copies of case reports involving GSA vehicles to the Transportation Department.

3.9 LPMC Property Administrator

Act as the primary point of contact for Site property management issues.

Review subcontractor inventory lists and perform property management assessments (in accordance with PMM chapter VIII) of Government personal property held by subcontractors.

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3.9 LPMC Property Administrator (continued)

Document any deficiencies noted in property management assessments and issue a monitored corrective action plan to ensure compliance. Ensure all corrective actions taken are performed in accordance with 1-MAN-012-SCARM, Site Corrective Action Requirements.

Develop reconciliation reports for subcontractor inventories.

Ensure subcontractor compliance with PMM Chapter V in the disposal of excess property. Ensure subcontractors immediately report all lost, suspected theft, damaged, and destroyed property in accordance with PMM Chapter IV, Part 4

Ensure subcontractors compliance on the procedures for the cannibalization of accountable property and for the in-place destruction or abandonment of accountable property.

Perform a close-out verification at contract completion or termination, and file the report with the Procuring Contracting Officer for contracts designating the LPMC PA as the Contract PA.

Ensure additional subcontractor Government personal property, delivered to the Site to fulfill contractual obligations, is marked and labeled at time of delivery for contracts designating the LPMC PA as the Contract PA.

Communicate functional direction and guidance provided by Property Management Manager to facility, department, division management and custodians.

Monitor the implementation progress and use of the PECS/PSAM.

Ensure subcontractors support the PECS requirements.

Ensure the Site Property Pass requirements are followed in accordance with Chapter 4, Part 2, Section 2.6.

Investigate reports of loss, suspected theft, damage or destruction of Government property in accordance with PMM Chapter IV, Part 4.

Develop procedures and schedules to conduct periodic physical inventories of financially controlled materials such as stores stock, real, capital, and sensitive property.

Perform periodic internal/external assessments of property management and disposal activities in accordance with PMM Chapter VIII as necessary to monitor and evaluate the property management system.

Ensure property representatives have attended required PECS training.

Schedule all physical inventories and issue the schedule.

Ensure pertinent personnel are available for inventories. Personnel include property representatives and property management personnel involved with inventories.

Address questions from Property Custodians/representatives concerning the Property Management System.

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3.9 LPMC Property Administrator (continued)

Ensure sufficient documentation for all record retirements in PECS.

Ensure there is a third party observer or audit for all inventories.

Oversee the maintenance of cataloging records in accordance with Federal Catalog System, 41 CFR 101-30.

Perform reconciliation between Property Management Systems and Financial Property Systems.

Coordinate work-in-process completion with Financial Property Accounting.

Establish record control for accountable property which has been omitted from current records resulting from inventory write-ons and internally authorize inventory adjustments as required. Ensure all records control is accomplished in accordance with 1-V41-RM-001, Records Management Guidance for Records Sources.

Ensure that PECS reflects all adjustments to the inventory.

Ensure that inventories are balanced and that the Site Prime Contractor, Property Management receives a copy of the report.

Prepare and distribute physical inventory schedules.

Review completed physical inventory results for accuracy and completeness, coordinate reconciliation of deficiencies, and ensure results are properly posted to the accountable records.

3.10 Property Equipment Control System/People Soft Asset Management (PECS/PSAM) Administrator

Manage all aspects of the PECS/PSAM systems.

Reconcile the PECS to PSAM monthly and quarterly reports, and report results to the Integrating Site Manager for Property Management.

Ensure, for audit purposes, that this position performs only administrative functions.

3.11 Employees

Ensure Government property is for official use only, in accordance with DOE Official Use of Property, 41 CFR 109-1.5102.

Ensure the proper use, care, handling, and physical protection of Government personal property in the general custody of the employee.

Ensure that the loss, suspected theft, destruction, or damage of Government personal property, or property found unprotected or at risk, is reported to the immediate supervisor and the property custodian within 24 hours of discovery.

Acknowledge receipt and accountability in writing of all sensitive items to the Property Custodian.

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3.11 Employees (continued)

Will not remove property control number tags from any equipment.

Assist the Property Custodian and property point of contact with any property matters.

3.12 Custodians

Understand and perform custodial responsibilities in compliance with this PMM.

Ensure all sensitive marked records in PECS have an assigned user name (end user).
Excess items do not require an end user.

Maintain End User's signature file for all sensitive items in use. (See Appendix 18)
Ensure that all Government property assigned is for official use only, in accordance with
DOE Official Use of Property, 41 CFR 109-1.5102.

Use available Government assets (excess, surplus, loans, etc.) to the maximum extent
practicable when fulfilling property requirements.

Offer unneeded items to other Site organizations or equipment pools, or report
unneeded items for excessing.

Ensure property is protected from loss, theft, damage, or destruction.

Promptly report all lost, suspected theft, damaged or destroyed Government property in
accordance with PMM Chapter IV, Part 4 and send the original report of Loss, Damage,
or Destruction of Government Property report to the company Property Administrator
within 5 days.

Participate in physical inventories of custodial property.

Maintain a log or file for Temporary Property Passes (TPP) per Chapter IV, Part 2.

Ensure custodial property is properly maintained and in good operating condition.

Dispose of unneeded, unserviceable, contaminated, or obsolete equipment in accordance
with PMM Chapter V.

Ensure custodian signature on Declaration of Excess (DE) form and obtain a copy of the
DE.

Conduct periodic property assessments in accordance with PMM Chapter VIII.

Ensure that custodial sensitive property and other special materials are controlled and
protected to the user level.

Obtain access to the PECS database.

Maintain the PECS database for all property records assigned to his/her responsibility.

Maintain the accurate property location, status, and end user code, in the PECS.

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3.12 Custodians (continued)

Make all necessary changes to the PECS database for transfers of property to and from other organizations within 5 working days.

Custodian upon the delivery receipts of new accountable property will accept the new receipt in PEMS within 5 working days..

Attend mandatory initial basic and annual refresher training sessions for custodians.

Prepare items for reutilization or excess, and include all pertinent documentation in accordance with PMM Chapter V.

Conduct a joint turn over acceptance inventory with new Property Custodians ensuring that all property is accounted for prior to transfer, and identify to Property Management the items that could not be located during the turnover inventory.

Conduct a transfer from the old custodian to the new custodian for all items inventoried, and document new custodianship in PECS.

Provide assistance to Property Management inventory personnel by locating, escorting, and making available property required for inventory.

Assume accountability for any Government property within their area of responsibility that is not assumed by another custodian.

Assist the facility PPPM in conducting inventories to identify assigned property that must be disposed of during the facility D&D project.

Provide the PPPM the necessary documentation to process assigned property for disposition and take action to promptly update and transfer accountability of the property to LPMC Property Management.

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CHAPTER I, ADMINISTRATION

PART 2, SYSTEMS MAINTENANCE

1. OVERVIEW

PECS/PSAM is the property records system and is maintained on the File Server. Any enhancement/modification to the system is reviewed by the Systems Administrator (SA) prior to implementation.

2. REQUIREMENTS

The Site Government Property Control System (which is PECS/PSAM) **SHALL** be continuously maintained and be responsive to enhancements/modifications which affect Government Property Control. All enhancements/modifications to the PECS/PSAM system **SHALL** be reviewed and approved by Lead Property Management Contractor (LPMC) Property Management personnel prior to implementation, and documentation of the changes **SHALL** be maintained.

LPMC Systems Administrator (SA) SHALL:

- Evaluate and test recommended enhancements and modifications to the PECS/PSAM to ensure enhancements and modifications provide added value, are cost effective, and can be implemented in a timely manner.
- Track all PECS/PSAM enhancements and modifications requests, and inform the originator of the status.
- Provide reports as requested.

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CHAPTER I, ADMINISTRATION

PART 3, IDENTIFICATION OF DESIGNATED CONTRACTORS

1. OVERVIEW

The following are considered Designated Contractors/Subcontractors for the purposes of this PMM:

- Kaiser-Hill, L.L.C. (K-H) (contractor)
- Rocky Flats Closure Site Services, L.L.C. (RFCSS) (subcontractor)
- Rocky Mountain Remediation Services, L.L.C.. (RMRS) (subcontractor)
- Safe Sites of Colorado, L.L.C. (SSOC) (subcontractor)
- Wackenhut Services, L.L.C. (WSLLC) (subcontractor)
- Third tier subcontractors as identified by subcontractor

2. REQUIREMENTS/RESPONSIBILITIES

Designated Contractor/Subcontractors SHALL:

- Ensure that their subcontractors are in compliance with the requirements of Federal Acquisition Regulations (FAR), Department of Energy Acquisition Regulations (DEAR) and other provisions of their contracts relative to property management.
- Appoint in writing a Property Administrator (PA) and/or a property Point of Contact (POC) to ensure that property reporting requirements are scheduled and met.
- Ensure that POCs maintain a liaison with the PA to effectively implement and establish property control procedures and requirements within their respective organizations.

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2. REQUIREMENTS/RESPONSIBILITIES (CONTINUED)

- Recommend in writing any enhancements/modifications to PECS/PSAM and this PMM to ensure the adequacy of the system. All proposed enhancements and modifications **SHALL** be evaluated and coordinated within the designated contractor's organization prior to submittal to the next higher tier PA/POC for final review and further processing.
- Ensure that all property custodians are designated by their manager in writing and forward a copy of designation to LPMC Property Administration. An example of the letter of designation can be found in Appendix 25.
- Ensure that subcontracts contain flow down property clauses to comply with this manual.

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CHAPTER I, ADMINISTRATION

PART 4, PROPERTY EQUIPMENT CONTROL SYSTEM (PECS)

1. OVERVIEW

The Lead Property Management Contractor (LPMC) is required to maintain a centralized property management system for the accountability of Government property. Accountable property includes Sensitive, Capital, Sensitive-Capital, Equipment, and Real Property.

This section establishes a method by which LPMC can adequately control and maintain property records for the accountable Site Government property using PECS.

The PECS supports on-line and batch property/equipment management functions in a database environment and consists of database generation programs, on-line operation, batch processing and reporting programs. The PECS can be integrated with other systems such as the Maintenance Management System (MMS), the Calibration Maintenance System (CMS), PSAM, and Equipment Cataloging Support System (ECSS). The PECS permits accurate tracking and accountability of Site Government-owned property.

The PECS database provides LPMC Property Management an accountability audit trail and maintains documentation of property that is borrowed, excessed, loaned, waste packaged, destroyed, or returned to vendor. The database contains a built-in history file to determine and track who has made transactions and the details of the transaction. PECS is capable of reporting which items are available for excess or redeployment. This function should be completed prior to preparing a purchase requisition. When a purchase requisition is prepared and submitted for processing using the PSAM process, a local search is conducted for material on hand.

The PECS tracks transfer accountability through the following process:

- The current accountable custodian initiates the transfer by use of the employee code process which determines to whom the property is being transferred.
- The accountable custodian to whom the property is being transferred takes positive action to accept the property in PECS within 5 working days.
- All PECS users are issued a users manual upon obtaining the Logon Icon to PECS.

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2. REQUIREMENTS

This section also outlines the property control responsibilities of Site employees. Property **SHOULD** be controlled throughout its life cycle (cradle-to-grave) using sound business practices in compliance with prevailing laws, procedures, and contractual commitments. The primary property management obligation is to establish accountability, responsibility, and controls to safeguard the property interests of DOE/RFFO.

The following implementing features provide traceability of property within PECS:

- Equipment coding is included with affected records, creating a history of transactions for each record.
- Transferring an item from one location to another using custodian's responsibility code is traceable; permitting comprehensive location records on all items.
- The PECS may contribute to determining if an item is located where contamination (radioactive, beryllium) was/is likely to occur.
- The PECS process assists with the excessing/disposal of property

Adherence to the following life-cycle steps ensures cradle-to-grave property management of all Site accountable property:

- Property records **SHALL** be generated for all accountable property entering the Site by LPMC Property Management at the Shipping/Receiving location.
- The new item **SHALL** be transferred to the ordering organization for property maintenance.
- The item record **SHALL** be updated each time an item is moved or its status changes.
- When the item is no longer essential, the accountable custodian **SHALL** enter the item into an excess status to avoid unnecessary procurement.

Custodian training is required annually.

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2. REQUIREMENTS (CONTINUED)

The custodian's supervisor **SHALL** notify LPMC Property Administration, in writing, of any changes in custodians or the appointment of a new custodian.

Classroom training. Custodians **SHALL** attend initial and refresher classroom training administered by the LPMC Property Management Dept. Refresher training will be conducted annually..

On-the-job training. On-the-job training consists of a hand-out for the use of PECS and this PMM.

Other means of gaining training assistance are:

- Requesting assistance from the subcontractor PA.
- Requesting assistance from the LPMC System Administrator.
- A PECS Help Desk, located in LPMC Property Management, provides assistance either by phone or by visiting LPMC Property Management.
- PECS and other property management information is on-line to include this PMM.
- Contact the LPMC Property Management Manager or PA.

The property control and property management responsibility assignments **SHALL** not deviate from requirements in this section without prior written approval of the LPMC Property Management Manager.

If deficiencies are identified within the property control system, all affected organizations **SHOULD** implement immediate interim protection of the Government's interest through corrective actions in accordance with 1-MAN-012 SCARM, Site Corrective Action Requirements. Responsible organizations **SHOULD** provide the LPMC Property Management Manager with corrective action plan or recommended procedural changes within 25 days after notification of a deficiency. The plan and a description of the interim protective measures **SHOULD** be relayed to the LPMC Property Administrator upon receipt by the LPMC Property Management Manager..

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CHAPTER II, ACQUISITION OF GOVERNMENT PROPERTY

PART 1, ACQUISITION

1. OVERVIEW

Property identification requirements are designed to ensure adequate marking and control of Government Furnished Property (GFP) and Contractor Acquired Property (CAP) in the possession of a designated contractor and/or its subcontractors. This section is applicable to the categories of GFP and CAP for which a system of physical identification is required by the Government.

2. REQUIREMENTS

Requisitioner SHALL:

- Prior to initiating procurement actions, attempt to acquire needed property from available Government excess property sources (both on-site and off-site) or equipment pools, with the assistance of LPMC Property Management.
- Initiate purchase requisitions to procure materials.
- Ensure sufficient and correct information is included on the purchase requisitions for acquisition of accountable property items.
- Forward purchase requisitions to management for approval.
- Authorized designated contractor personnel **SHALL** submit purchase requisitions to the site Purchasing Department to initiate procurement action for material, supplies or equipment items.
- Report all equipment transfers and moves to the Property Custodian.

Managers SHALL determine the present requirements or programmatic need for equipment acquisitions.

Procurement SHALL:

- Ensure all purchase requests are screened by LPMC Property Management prior to processing.
- Forward requests for Motor Vehicles to the Transportation Manager and the DOE Contracting Officer for approval.

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2. REQUIREMENTS (CONTINUED)

Subcontractor Property Administrator (PA) SHALL assume responsibility for overall interpretation and control of GFP and CAP identifications including specific instructions from the Contracting Officer and/or the LPMC PA.

LPMC Property Management SHALL:

- Maintain records for redeployed equipment in lieu of procurement to indicate cost avoidance effectiveness.
- Review equipment procurements and documentation to ensure they are approved by applicable management, including DOE, when required.
- Screen for available excess materials supplies equipment and EHFFP, warehouse stock spare parts and equipment before approving a new procurement request.
- Utilize the Defense Supply Center-Richmond for loan of industrial plant equipment, spare parts and plants in stand-by status when screening in lieu of new purchases.
- Assign identification numbers to all Government property and maintain the identification number registers in the applicable contract property file(s).
- Ensure that major items of excess equipment involving substantial transportation costs are physically inspected before the acquisition.
- Forward screened purchase requisitions to Procurement.

Supplies and Services SHALL receive materials in accordance with applicable departmental procedures (4-G50-ILSP-01.00, Warehouse Material Receiving, 4-P55-DCI-WOP-001, 130 Warehouse Operating Procedure).

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CHAPTER II, ACQUISITION OF GOVERNMENT PROPERTY

PART 2, TAGGING IDENTIFIED GOVERNMENT PROPERTY

1. OVERVIEW

This section establishes requirements for the tagging of Government property and applies to all Site contractors and their employees.

Identification of property items is accomplished by affixing to the item a self-adhesive metallic foil or plastic property accountability label that is printed with a DOE-RFETS bar-code number. The label **SHOULD** be prominently displayed and not deface the item. This number is recorded in the receiving report file, permanent property record file, in PECS, and the Property Control Number log.

Capital Equipment Items Personal property items having a total cost of \$25,000 or more and an anticipated service life in excess of two years, regardless of the type of funding, and having the potential for maintaining their integrity as capital items, i.e., not expendable due to use and categorized as capital equipment. It includes Site equipment, special equipment, special tooling and special test equipment.

Equipment All personal property items with a unit acquisition cost from \$5,000 to \$24,999.99 and an anticipated service life of two years or more.

Sensitive Property Items that are susceptible to being appropriated for personal use or readily converted to cash **SHALL** be tagged. Regardless of unit acquisition cost sensitive property includes, but is not limited to:

- Binoculars, rifle scopes
- Firearms
- Night Vision Devices
- DOE High Risk Items
- Telephones (cellular and mobile)

When the average unit acquisition cost is \$250.00 or more, sensitive property also includes, but is not limited to:

- Cameras and camera lenses (portable only, not to include installed surveillance-type)
- Microscopes
- LCD Projectors
- Radios (two-way)
- Televisions, video players/recorders and camcorders.
- Cassette Recorders and players (audio)

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1. **OVERVIEW (continued)**

Computer Equipment (hardware):

- Central Processing Units (CPU's)
 - PCs
 - Laptop Computers
 - Notebook Computers
- External hard drives and external CD ROM drives (excluding removable hard drives)
- Modems (external)
- Plotters
- Printers (for personal computers or dual use)
- Optical scanners (to include document page scanners)
- Tape drives (external)

Dictating and transcribing machines

Facsimile (Fax) machines.

All sensitive items require individual employee accountability. A signed document acknowledging acceptance of, and responsibility for sensitive property items **SHALL** be processed. A End User Hand Receipt (See Appendix 18) is used when sensitive property items are issued to an individual employee by a Property Custodian. This signed document establishes individual employees accountability for the sensitive property items.

Administratively Controlled Equipment (ACE). Government-owned equipment that has a total acquisition cost of \$1,000 to \$4,999.99 and does not fall under the definition of sensitive property. All items that do not require property control numbers will be tagged with the standard government property tag "U.S. Government Property DOE RFETS".

Additionally, the following items do not require tagging:

- Materials and supplies that will be consumed or converted into another form during work-in-process
- Piece, spare or repair parts or components of larger assemblies

In instances where tagging requirements are not clear, consult the PA for determination and guidance.

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1. OVERVIEW (continued)

Cargo Containers. General purpose cargo containers are tagged with the standard "U.S. Government Property DOE RFETS" tag (See Appendix 11). The responsible Property Custodian has their company, name, organization, phone with an alternate phone contact and generic contents in clearly legible characters posted near the door. The custodian maintains a current inventory of all items within each container and has it available upon request by appropriate audit personnel.

Containers used for the storage and shipment of radioactive controlled materials or waste are exempt from this requirement.

Each organization assigned cargo containers will designate a custodian responsible for personal property stored in the cargo containers. Cargo containers containing personal property with no assigned custodian will be declared as abandoned property and the personal property will be removed and processed for disposition.

2. REQUIREMENTS

NOTE *See PMM Chapter V for process requirements in conducting High Risk review for the disposal and reuse of property acquisition and then identified as excess property.*

LPMC Property Management SHALL:

- Assign and affix a property label to Government property, when required.
- Remove and destroy any property tag not removed by the sending agency when an item is transferred from another DOE or Federal installation, and apply appropriate Site property control numbered labels. In the case of borrowed equipment, a Site property control number **SHALL** be added, and agencies labels **SHALL** not be removed.
- Label all accountable Government property and note the serial number on the receiving report. The item is then entered into the PECS database if the tagging criteria is met as stated in paragraph 1.

Property Custodian SHALL:

- Notify LPMC Property Management if any property that requires labeling is received.
- Enter a transaction to accept any new item that was transferred to you from the Shipping and Receiving warehouse within 5 working days. This transaction puts the item in your account.

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CHAPTER III, WAREHOUSE OPERATIONS

1. REQUIREMENTS/STORAGE AND MOVEMENT OF GOVERNMENT PROPERTY

This section provides the minimum requirements to ensure the proper protection, storage, warehousing, and handling of Government personal property within the control of the Supplies and Services Department in accordance with all applicable Federal regulations, DOE orders, contract requirements, and industry standards.

Manager of Supplies and Services SHALL be responsible for the storage and control of material or equipment within departmental control in accordance with all applicable DOE orders, contract requirements, and industry standards, using approved, controlled procedures to conduct work activities.

- Government property is properly stored to preclude damage, pilferage and deterioration, and is readily accessible and easily located.
- Classified Government property is stored in accordance with DOE regulations.
- Only authorized personnel have access to the storage areas.
- Items are stored in appropriate locations. Items not requiring a controlled storage environment and that can be protected from the elements may be stored outside.
- Combustible and hazardous materials are provided special handling which is coordinated with the designated contractor's Environmental Safety and Health Representative to ensure compliance with safety and health regulations. These items are stored in buildings or areas specifically designed for this purpose.

2. REQUIREMENTS/SHIPPING AND RECEIVING

All material shipped to the Site is received in the Receiving Department of Building 130 Warehouse in accordance with 4-P55-DCI-WOP-001, 130 Warehouse Operating Procedure, except as noted in the applicable Rocky Flats Transportation Safety Manuals. Receiving is responsible for inspecting for physical damage; comparing material received with shipping papers, packing slips, purchase orders, offers for transfer, and transfer of material to end user.

All Purchase Orders (POs) received in Building 130 Warehouse are received in People Soft Asset Management System. This receiving data is communicated to the Accounting Department. A Supplementary Receiving Sheet is used when there is no Purchase Order for the items shipped.

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2. **REQUIREMENTS/SHIPPING AND RECEIVING (CONTINUED)**

A copy of the Receiving sheet is then forwarded to Accounting and Procurement. In addition, some items are purchased through the credit card purchasing program which means there will not be a purchase order issued. These items are received in accordance with the 130 Warehouse Operating Procedure, 4-P55-DCI-WOP-001. A Logistics Material Tracking (LMT) bar code is required for all packages at the time of arrival. If a DOE Property Equipment Tag is required on the equipment, LPMC Property Management is notified and a tag is installed by LPMC Property Management personnel.

Receiving is also responsible for ensuring that a Receiving/Inspection Report is prepared for all material where the purchase description indicates inspection is required. This information is identified under "Quality Level Routing Codes" in the PSAM Purchasing System.

An Overage, Shortage, Damage, and Substitution Report is generated when there is a problem with the shipment received. These items are then dispositioned with Procurement.

All materials scheduled for shipment off-site, except as noted in the applicable Rocky Flats Transportation Safety Manuals, are handled by the Shipping Department in Building 130 Warehouse in accordance with, 4-P55-DCI-WOP-001, 130 Warehouse Operating Procedure. These include returns to vendors, vendor pickups, shipments of excess property, material sent to others for fabrication, records sent to the Denver Federal Center for storage, and shipments to off-site end users.

The Traffic Management Manager certifies shipments leaving the Site. Shipments are documented by Return Order (RO) (RF-3020), which are prepared by Procurement, or by Shipment Memo (S/M) (RF-24320), which are prepared by the originator. All shipments **SHALL** be accompanied by a Bill of Lading, (RF-32280) or an Air Way Bill.

Inbound and outbound movement of materials **SHALL** be completed in compliance with Volume 49, Code of Federal Regulations (CFR), Transportation, applicable DOE Orders, and Site requirements (Transportation Safety Manuals).

2.1 **Sensitive and Other Designated Government Property**

Receiving sensitive and other designated Government property requires special handling to ensure adequate controls are in place for the materials. The materials requiring special handling are defined as the following in accordance with Chapter II, Part 2:

Sensitive Property Category
Capital Property Category
Equipment Property Category
Capital-Sensitive Property Category

All sensitive and controlled property material being shipped off-Site has the serial number and the property control equipment number listed on the return order or shipping memo. LPMC Property Management maintains traceability of this material from their copies of the return order or shipping memo.

If the sensitive and controlled property material is not to be returned to the Site, then notify LPMC Property Management.

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2.1 Sensitive and Other Designated Government Property (continued)

LPMC Property Management SHALL:

- Remove the property tag on those items that will not be returned.
- Track Items that are returned.
- Indicate in the status code of the record that the item is to be returned.

2.2 Shipping and Receiving Responsibilities

All other material that does not require property tagging is received in accordance with 4-P55-DCI-WOP-001, 130 Warehouse Operating Procedure.

3. REQUIREMENTS/GENERAL STORES

The General Stores inventory includes material used to support Site operations and materials which are generally regarded as high usage items. This section applies to all personnel assigned to Building 551 Warehouse.

3.1 Responsibilities

Warehouse personnel SHALL:

- Control the general stores inventory
- Add new stock items to the inventory
- Maintain blanket order contracts
- Coordinate drop shipments
- Handle process material
- Requisition of stock items
- Issue stock items
- Retag certified items
- Maintain the General Stores catalog
- Maintain stores inventory database.

Operation of the General Stores inventory is accomplished in accordance with 4-PRO-029-ILSP-00.00, Building 551 Stores Items.

4. REQUIREMENTS/PREKITS

Prekit operations are managed in the Building 551 Warehouse for the support of Site maintenance work orders and provides controls for materials ordered through the MMS. This section applies to all personnel assigned to Building 551 Warehouse.

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4.1 Responsibilities

Warehouse personnel **SHALL**:

- Control prekits
- Receipt work order material in Building 551 Warehouse
- Update the MMS
- Develop prekits
- Transfer prekits

Prekit operations are accomplished in accordance with 4G52-ILSP-03.00, Material Maintenance Prekit.

5. REQUIREMENTS/SPARE PARTS

The spare parts inventory is used to maintain various Site-wide pieces of equipment that have an extended lead time. This section applies to all personnel assigned to Building 551 Warehouse.

5.1 Responsibilities

Warehouse personnel **SHALL**:

- Control spare parts inventory
- Add new stock items to the inventory
- Requisition of stock items
- Issue stock items
- Retag certified items
- Maintain the spare parts catalog.

The spare parts operations are accomplished in accordance with 4-PRO-029-ILSP-00.00, Building 551 Stores Items.

6. REQUIREMENTS/WASTE PACKAGING

The waste packaging inventory includes material used to package various types of Site generated waste. This section applies to all personnel assigned to Building 551 Warehouse.

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6.1 Responsibilities

Warehouse personnel **SHALL**:

- Control waste packaging inventory
- Add new waste packaging material to the inventory
- Serialize all empty waste packaging
- Requisition waste packaging
- Issue waste packaging
- Maintain the waste packaging material catalog.

Waste packaging instructions are addressed in accordance with 4 -PRO-029-ILSP-00.00, Building 551 Stores Items.

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CHAPTER IV, ACCOUNTABILITY AND CONTROL OF GOVERNMENT PROPERTY

PART 1, PROPERTY ACCOUNTABILITY RECORDS

1. OVERVIEW

This section provides the requirements, responsibilities, and guidelines to ensure Site-wide compliance for the maintenance of Government property records.

Property records are to be accurately maintained to ensure the proper control and accountability of Government personal property in accordance with applicable DOE and FAR regulations and sound business practices. Additionally, all records **SHALL** be maintained in accordance with the requirements outlined in 1-V41-RM-001, Records Management Guidance for Records Sources.

2. REQUIREMENTS

LPMC Property Administrator (PA) SHALL:

- Survey the property records to ensure that a determination can be made regarding:
 - The types of equipment in use
 - Quantity of each type of equipment in use
 - Where the equipment is located
 - Who is using the equipment.

- Ensure that the PECS and off line systems maintain complete, accurate, and up-to-date property record data reflected in the system including:
 - Temporary Property Pass (TPP), RF-47496 forms
 - Property Removal Permit Request, RF-47745 forms
 - Property Removal Permit (PRP), RF-47422
 - DOE Loan Agreement, DOEF-4420.2 forms (for all loaned and borrowed property).
 - Physical inventory records
 - Excess or surplus property disposal records
 - Property description
 - Manufacturer
 - Model
 - Serial number
 - Property control number
 - Responsibility code
 - Property custodian

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2. REQUIREMENTS (CONTINUED)

- Location (building and room number)
 - Unit acquisition cost
 - Total cost (includes installation and freight costs)
 - Condition code
 - Federal Supply Classification code
 - Quantity
 - Unit of issue
 - End User's Identification Number for current property
 - Status codes
- Forward requests for financial adjustments and status changes to Financial Property Accounting.
 - Immediately adjust property control records.
 - Establish adequate records to document any physical inventory adjustments.
 - Develop and survey standards for the control of Government property for the responsible designated contractor organization and its subcontractors.
 - Conduct periodic assessments of the Government property management system maintained by the designated contractor and its subcontractors for adherence to applicable Government regulations, directives, instructions and this manual. Assessments will be accomplished in accordance with PMM, Chapter VIII.
 - Review reports of lost, damaged, destroyed property for accuracy and completeness. Provide recommendation for relief. Forward reports to the Integrating Manager for Property Management (IMPM). See Chapter IV, Part 4 for details.
 - Establish adequate records to document the disposal of government property to include cannibalization, property destroyed, and abandonment of property in accordance PMM Chapter V.

Subcontractor Property Administrator (PA) SHALL:

- Serve as liaison with the LPMC PA to ensure that the procedures and controls described in this PMM are properly implemented and followed.
- Establish Property Points of Contact (POCs) within the company.

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2. REQUIREMENTS (CONTINUED)

- Establish internal reporting rules and review Reports of Lost, Damaged, Destroyed (LDD) property prior to forwarding original to the LPMC PA.
- Promptly notify the LPMC PA of lost, damaged or destroyed property.
- Provide inventory support as required by the LPMC PA.

Custodians SHALL:

- Enter information relating to equipment movement, transfer, acceptance of new receipts of equipment or excess in the PECS database within 5 working days.
- Update property records when Government equipment is relocated on-site.
- Maintain and disposition all records generated in accordance with 1-V41-RM-001, Records Management Guidance for Records Sources, and requirements for maintaining Quality Assurance.
- Assure adequacy of property records.
- Develop procedures to ensure appropriate transfer of responsibilities and completion of a joint turnover inventory to a successor custodian when a custodian is relieved of their responsibilities.
- Protect equipment from loss, theft, damage, or destruction, and ensure that the equipment is used in a manner to prevent damage or deterioration, other than normal wear and tear. Report incidents of loss, theft, damage, or destruction of government property in accordance with PMM Chapter IV, Part 4.
- Ensure that the transfer or relocation of property is recorded into the PECS database within 5 working days.
- Comply with PMM Chapter V, for the disposal of excess property for reuse and disposition.
- Ensure that transfers are completed. Once items are transferred by using transaction code PMDP4 screen, follow through is required to assure that the receiving custodian does the PMDP5 screen within 5 working days to accept the item in their custody.

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2. REQUIREMENTS (CONTINUED)

- Maintain working copies of records related to the acquisition, transfer, movement, storage, disposal, and inventory of Government personal property, to include, but not limited to:
 - MT&D
 - DOE Loan Agreement (loaned and borrowed property)
 - TPP, PRP
 - Physical inventory lists and reports
 - End User Hand Receipt for current sensitive property (see appendix 18 for example.)
 - Maintain copies of Declaration of Excess (DE) forms for disposition of Government property until accepted by LPMC Property Disposal in PECS.

Financial Property Accounting SHALL:

- Increase the book values of larger items when accessory items are installed and decrease the book values of larger items when items are removed.
- Include all in-house fabricated items which meet capital equipment criteria in the property records for the PSAM. Notify Property Management to add records to PECS.
- Identify the capital items that are also sensitive items, and include the items in the capital equipment property records for the PSAM. Notify Property Management to add record to PECS.
- Maintain the PSAM to ensure that complete, accurate and up-to-date financial record data is reflected in the system including:
 - DOE Asset type
 - In-Service Date
 - Anticipated service life
 - Unit acquisition cost
 - Total cost (includes installation and freight costs)
 - Monthly Depreciation
 - Accumulated depreciation
 - Status codes of In Use, In Service, and Retirement
 - Equipment type.
- Ensure adequacy of Property Accounting Records.
- Add cost to the PECS for new equipment purchased.

2. REQUIREMENTS (CONTINUED)

LPMC Property Management SHALL:

- Transfer property to the initial property custodian for newly acquired property in the PECS at the time of delivery and inputs the initial location.
- Assure adequacy of property records.
- Maintain a historical file for major property items, including operation and maintenance brochures, warranty provisions, calibration or repair data, and any accessory items that are part of larger items in accordance with the applicable procedures of the maintenance and logistics departments.
- Investigate major requested property record adjustments to determine cause and take any required corrective actions.
- Maintain all official Property Management files in accordance with FAR 45.505, Records and Reports of Government Property and FAR 52.245-5, Government Property (Cost-Reimbursement, Time-and-Material, or Labor-Hour Contracts).

Management/Supervision SHALL submit all financial adjustments to Financial Property Accounting.

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**CHAPTER IV, ACCOUNTABILITY AND CONTROL
OF GOVERNMENT PROPERTY
PART 2, MANAGEMENT & CONTROL OF GOVERNMENT PROPERTY**

1. OVERVIEW

This section provides requirements for the management and control of property, including receiving, marking, records maintenance, conducting management assessments, Plants in Stand-by condition, Loan equipment, Property Passes and Equipment Pools.

The objective of this section is to provide an effective program for the acquisition, management, and control of property. All Government property is acquired, used, and disposed of in accordance with Federal guidelines, the PMM, and approved implementing procedures to obtain maximum effectiveness and economical utilization of property already owned by the Federal Government. In no case is property to be acquired unless a present or foreseeable need exists for the property.

A computerized Accounting and Property Management Program provides the capability to track property. This program is updated and produces reports periodically. Information in the PECS database includes:

- Property description
- Manufacturer
- Model
- Serial number
- Location
- Property number
- Responsibility code
- End User's identification number
- DOE asset type code
- DOE status code

1. OVERVIEW (CONTINUED)

- Custodian
- Inventory date
- Issue/transfer and move documents for record discrepancies
- Unit of Measure
- Unit acquisition cost
- Total cost
- Purchase Order Number or equivalent contract number Posting reference and date of transaction
- CAGE code
- Federal supply class code
- Year placed in service
- Acquisition date

To maintain accurate inventory control, Government property that is subject to control is identified as US DOE Property. Accountable property is marked as US DOE Property and is numbered for control. Other property susceptible to unauthorized personal use, such as hand tools and clothing, is marked as US Government property. Marking is accomplished by any means which will produce a permanent mark and is most adaptable to the particular item of property. To the extent practicable and economical, markings **SHALL** be removed before disposal outside of DOE, or additional markings may be added to indicate such disposal.

To ensure that maximum use is made of Government property, Site Management periodically conducts assessments to identify idle or under utilized property. Property identified as idle or under utilized is reassigned to meet Site requirements. If there is no Site requirement for the property it will be declared excess and processed for disposition.

2. REQUIREMENTS

2.1 Capital, Sensitive, and Equipment Categories of Controlled Property

Property Custodians SHALL:

- Maintain current information for equipment in their custody.
- Promptly input changes in the property status, location and end users' identification number data fields.
- Maintain an accurate database of property movement.

Management/Supervision SHALL use equipment records during planning and budgeting for disposition of excess property.

2.2 Property Receipt and Assignment of Controlled Property

LPMC Property Management SHALL ensure that:

- The Government property identification tag with a property number is attached to new controlled property items before delivery to the responsible property custodian.
- Record the serial number of each controlled property item, if assigned, on the receiving document(s).
- Provide guidance to Receiving personnel to ensure ready identification and extraordinary physical protection of sensitive property.
- Identify sensitive items that are also capital items as a Capital-Sensitive status in PECS.
- Establish and record custodial responsibilities that include the following:
 - Need for extraordinary physical protection for sensitive property.
 - Requirement for prompt reporting of apparent loss, damage or destruction.
 - Requirement to return items in a condition beyond economical repair to an appropriate organizational element.
 - Requirement for the prompt transfer of changes in custody.
 - Prohibition against use for other than official purposes.
 - Requirement for periodic verification of continued need for items.
 - Requirement for the proper disposal of property.

2.2 Property Receipt and Assignment of Controlled Property (continued)

- Ensure that all sensitive property in the possession of a transferring or terminating employee is accounted for.
- Ensure that records of sensitive property are complete and accurate.

Custodians SHALL:

- Promptly accept new receipts in PECS within 5 working days upon delivery receipt.
- Transfer property to other custodians and/or locations using the PECS within 5 working days.
- Maintain the original End User hand Receipts of the user of each sensitive property item.
- Ensure that sensitive property removed off Site is documented with a Property Removal Permit (PRP), RF-47422 or a Temporary Property Pass (TPP), RF- 47496.
- Document the return of any sensitive property removed from the site.
- Comply with the procedures for investigating and reporting of lost, suspected theft, damaged, or destruction of Government property in accordance with PMM Chapter IV, Part 4.
- Generate a report of lost, damaged, or destroyed (LDD) property within 5 days in accordance with Chapter IV, Part 4.
- Contact the Company Property Administrator for forwarding instructions for a completed Report of LDD.
- Maintaining proper control and accountability of in-use (current) and excess property until the property is placed in the disposition process and accepted by Property Management.
- Conducting internal assessment on the control and accountability of property in accordance with PMM Chapter VIII.
- Providing the necessary assistance to Property Management for conducting property management assessments in accordance with PMM Chapter VIII.

2.2 Property Receipt and Assignment of Controlled Property (continued)

Employees using Government property **SHALL** inform the Custodian of any change in location or end user name so property records may be updated in the PECS. The employee will generate the Property Removal Permit Request form RF-47745 to obtain the Property Removal Permit (RF-47422) and will contact the property custodian to obtain a Temporary Property Removal Pass. The employee will report to supervision within 24 hours for any loss, suspected theft, damage or destruction of Government property.

Control of Government property off site is governed by the Property Removal Pass System. Buildings 060 and 061 are non government facilities and are considered to be off site. Removing property from site to perform work in buildings 060 and 061 or other off site locations are exempt from the Property Removal Pass System and is subject to the work order system to show work location. Personally issued and motor pool equipment items are exempt from the Property Removal Pass, these include radios, pagers, hand tools, and government vehicles. Property custodians residing in buildings 060 and 061 maintain End User Hand Receipts for personnel working in buildings 060 and 061, and the End User Hand Receipt indicates the location of the property. The property on the End User Hand Receipt does not need a Property Removal Pass to reside in buildings 060 and 061, but does need the pass to be removed from building 060 and 061.

2.3 Loaned, Borrowed, Leased or Rented Government Property

Loan, borrow, lease, or rental of Site Government property will only provide for the use of such equipment in support of other DOE sites or approved contracts in support of the Site Closure Mission. The loan, borrow, lease, or rent of government property for community disaster relief or emergency measures involving possible or actual loss of life or property is allowed.

2.3.1 Loaned Property

Site Government personal property **SHALL** not be loaned without prior DOE contracting officer's approval. When time prevents obtaining prior DOE approval, then the PA or Organizational Property Management Officer may approve loaned property if the loans are made for community disaster relief or community emergency measures involving possible or actual loss of life or property.

2.3.1 Loaned Property (continued)

LPMC Property Management SHALL:

- Maintain a written record of all loaned property.
- Ensure that property on-loan is returned by the loan expiration date, or the loan period is formally extended.
- Maintain a separate file for each approved contract that includes loaned property along with the loan agreement. The loan agreement will include provisions for the replacement or financial restitution of loaned Government property that is lost, stolen, damaged or destroyed by the contractor. Requests for additional property are submitted to the Integrating Manager for Property Management (IMPM) for forwarding to DOE RFFO for approval.
- Prepare reports for loaned property, as necessary.
- Ensure that new requests for loans are submitted to the IMPM for forwarding to DOE RFFO for approval.
- Determine loan vs. Government Furnished Equipment (GFE) or Government Furnished Material (GFM) based on requester's justification and support to Site mission.

LPMC Property Management SHALL process requests for loaned property as follows:

- Provide completed Personal Property Loan Agreement, DOE-4420.2 to the requester for signature.
- Include the following information on the form:
 - Description of property to be loaned, item's nomenclature, manufacturer's name and model, serial number, and property control number, as applicable
 - Borrower's facility and/or company name and address
 - Borrower's name and phone number
 - Borrower's building number and internal mail stop, if applicable
 - Terms of the loan in accordance with established contract.
- Assign a loan agreement control number to the transaction and record the control number on the loan agreement form.

2.3.1 **Loaned Property (continued)**

- Obtain signature from the DOE-RFFO.
- Forward a copy of the approved DOE Personal Property Loan Agreement form to the requester.

2.3.2 **Borrowed Personal Property**

Borrowed property **SHALL** be tracked in PECS. The organization that has an approved contract with a subcontractor **SHALL** complete a loan agreement. The loan agreement will include provisions stating that the borrower of the equipment is responsible for replacement or financial restitution for the loss, theft, damage, or destruction of Government property. A status code **SHALL** indicate that borrowed property is on the record.

2.3.3 **Leased or Rented Personal Property**

Leased/rented equipment in support of contract requirements for more than ninety days **SHALL** be identified at the time of receipt. A tag **SHALL** be applied to the property that states:

- Leased or Rented Equipment
- POC
- Contract Number
- Expiration Date

If an item is a lease/purchase option, it **SHALL** be received and tagged like any other Government property and tracked in PECS.

2.4 Property Removal Passes

2.4.1 Temporary Property Passes (TPP), RF-47496

The TPP is used to facilitate the authorized removal of Government property from the Site. Managers and their designated Property Custodians are responsible for ensuring that TPPs are issued to employees who have a valid requirement to use Government property off Site. The TPP is valid for a period of ten calendar days from the date of issuance by the managers.

Managers SHALL:

- Obtain blank TPP forms from File Server 4/PEMS Folder/Property Management Forms then provide the TPP to the employee.
- When employee returns completed TPP, ensure the information is accurate and pertinent and that pass approval signatures are obtained.
- Ensure that loaned equipment is used only for "Official Government Business".
- Brief the employee concerning the use of GFE and their responsibility relative to the security and safekeeping of the equipment while assigned to them on a TPP.

Custodians SHALL:

- Match the information on the TPP to equipment leaving Site.
- Sign the TPP as approving custodian.
- Brief the employee regarding equipment return through the custodian and signing the equipment back in on the TPP.
- Retain a copy of the TPP in a suspense file to ensure the property is returned on time.
- If property is not returned on time, then immediately notify the manager who authorized the removal of the equipment.

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2.4.1 Temporary Property Passes (TPP), RF-47496 (continued)

Employee SHALL:

- Complete the TPP and obtain all required signatures.
- Maintain a copy of the TPP in their possession when transporting the property on or off site.
- Ensure that Government property is not removed from Site without a TPP.
- Return the property through the Property Custodian before the TPP expires.
- Obtain the manager's signature on the TPP to indicate return of the property.
- Promptly report lost, damaged, destruction or theft to the Property Custodian within 24 hours.

LPMC Property Management SHALL:

- Ensure a blank TPP is available in File Server 4/PEMS Folder/Property Management Forms.
- Administer the TPP process consistent with established property control policy.

2.4.2 Property Removal Permits (PRP), RF-47422

Employees SHALL:

- Obtain blank (PRP) Request Form, RF-47745, from File Server 4/PEMS Folder/Property Management Forms.
- Complete a PRP Request, RF- 47745, and ensure all necessary signatures are obtained.
- Forward the PRP Request to LPMC Property Management.

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LPMC Property Management SHALL:

- Ensure a blank PRP Request Form, RF-47745, is available in File Server 4/PEMS Folder/ Property Management Forms.
- Issue the PRPs. The PRP is valid until Contract Closure from the date of issuance and will only be provided for equipment used for "Official Business".
- Ensure all necessary signatures are present when PRP requests are received, and process the PRPs.
- Ensure the PA or other authorized Property Management personnel authorizes, by signature, all PRPs.
- Laminate the PRPs and return them to the employee's manager.
- Retain copies of all PRPs and Property Removal Permit Requests, RF-47745, in an active file which SHALL be retained until Contract Closure.
- When the permits are returned to Property Management due to termination of employee or expiration of the permit, then purge the active file and retain the PRPs in a closeout until Contract Closure.
- Maintain an accurate signature page of LPMC Property Management personnel who are authorized to authenticate PRPs.

Site Designated Security Services SHALL:

- Perform random searches to ensure that employees are in possession of a PRP or TPP when removing Government property from the Site.
- Verify that the PRPs or TPPs information matches the equipment being removed.
- Verify the signature on the removal pass matches the signature on file.

2.5 Site Designated Security Services

Site Designated Security Services SHALL:

- Assist in developing and approving security plans for the physical protection of all Government personal property.
- Conduct periodic property protection surveillance's.
- Conduct a prompt and thorough inquiry of losses, suspected theft, damage or destruction of government property in accordance with PMM Chapter IV, Part 4.

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**CHAPTER IV, ACCOUNTABILITY AND CONTROL OF
GOVERNMENT PROPERTY**
PART 3, INVENTORIES

1. OVERVIEW

Part 3 identifies requirements relative to type and frequency of physical inventory, and defines responsibilities and guidelines for conducting, recording, and reporting scheduled physical inventories of GFP and CAP.

2. REQUIREMENTS

Designated Site contractors and their subcontractors **SHALL** perform periodic physical inventories of Government property acquired or assigned by Site contracts consistent with inventory schedules coordinated and scheduled by the Lead Property Management Contractor (LPMC).

A physical inventory **SHALL** be done of government property assigned to those contracts that are terminated or complete prior to the account custodian being relieved of accountability of government property.

Physical inventory actions **SHALL** consist of the following actions:

- Physically sighting
- Verification of existing tags or markings
- Tagging or marking of items that are on Site but have no bar code sticker attached
- Verification of description, property control number, serial number, and location
- Reporting property inventoried
- Reconciling the property recorded with the property records and acquisition documents.

Physical inventories **SHALL** be performed by examining each item of identified property, recording information regarding the item, using a bar code scanner if available, and affixing an inventory identification sticker to the inventoried item.

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2. REQUIREMENTS (CONTINUED)

Personnel performing the physical inventory **SHALL** not be the same person who maintains the property records or has custody of the property unless the bar code scanner is used to inventory the property.

2.1 Types of Inventories

2.1.1 Wall to Wall Inventories

Wall to wall inventories are conducted for the Site, a specific company, a specific subcontractor, a specific contractor, a group of property custodians, and a specific custodian. Each item in the account is listed and reconciled with the record from a physical inventory of the property.

2.1.2 Inventory By Exception (IBE)

IBE methods **SHALL** be used whenever possible. This is accomplished through the use of the MMS for preventive maintenance of items, or the calibration system integrated with the PECS. When an item is calibrated, the calibration personnel entering their data will trigger an IBE code into PECS.

2.1.3 Statistical Sampling

Statistical inventory sampling **SHALL** be used on intervening years when wall to wall physical inventories are not required, or as permitted by DOE directives. Statistical inventory sampling will be used using the DOE approved, Department of Defense (DOD), Double Statistical Sampling Plan. The failure of the first inventory sample will result in conducting a second inventory sample. If the second inventory sample is not passed a 100% inventory of the failed account will be conducted. Statistical inventory sampling will be conducted by using a random computer generated selection of lot samples from the PECS records of the selected property accounts. Appendix A defines the DOD Statistical Double Sampling method for conducting physical inventories.

2.2 Inventory Frequencies

Real Property **SHALL** be inventoried, at a minimum, every 10 years. This is addressed in Chapter IX.

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2.2 **Inventory Frequencies (continued)**

Capital and Equipment Categories of Property **SHALL** be inventoried on a biennial-basis. The inventory **SHALL** be conducted using the DOD double statistical sampling method. If the second inventory sample fails to meet the standard, a complete wall-to-wall physical inventory **SHALL** be accomplished for the failed account. Capital-sensitive categories of property **SHALL** be included in this inventory.

Sensitive Category of Property **SHALL** be inventoried on a wall-to-wall basis, with a triennial frequency at a minimum. Physical inventories during the intervening years **SHALL** be conducted using the DOD statistical double sampling inventory method. If the second inventory sample fails to meet the standard, a complete wall-to-wall physical inventory **SHALL** be accomplished for the affected account.

ACE Category of Property **SHALL** not be accountable in the PECS. There is not a frequency of inventory for this category of property.

Precious Metals **SHALL** be 100% physically inventoried on an annual-basis.

Materials and General Stores **SHALL** be inventoried on an annual-basis. This will be accomplished by the DOD statistical inventory sampling plan. If the second sample inventory fails to meet the standard, a complete wall-to-wall inventory **SHALL** be performed.

When a property custodian change is directed by management, a joint inventory is conducted in accordance with Chapter I, Part 1.

A physical inventory of all Government property **SHALL** be accomplished in accordance with the DOE approved schedule. The physical inventory **SHALL** be conducted in accordance with the frequencies for the category of Government property. Subcontractors are responsible for conducting physical inventories of all Government property in their possession in accordance with the property provisions in the existing subcontract.

The physical inventory **SHALL** be grouped and categorized by type as follows: material, capital, equipment and sensitive categories of property.

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2.3 Inventory Management and Disposition

Specific instructions for performing physical inventories by contractors and subcontractors **SHALL** be established by the Lead Property Management Contractor (LPMC) Property Management Manager. Inventory instructions, work forms and stickers at the time of the inventory start-up will be provided to physical inventory personnel by the LPMC PA.

Results of the physical inventory **SHALL** be reported, in writing, by the LPMC Property Management Manger to the Integrating Manager for Property Management for review approval and submission to DOE RFFO within thirty days after completion. If there are no discrepancies disclosed, a negative report **SHALL** be submitted. Reports **SHALL** state that a physical inventory of all applicable categories of property was completed and that the property records are in agreement with the physical inventory conducted. The report will also reflect applicable organizations by accounts that passed or failed the DOD statistical double sampling plan, and those that passed or failed the wall to wall inventory. If discrepancies are disclosed, the report **SHALL** provide a listing by contractor/subcontractor setting forth the nature of the discrepancy and **SHALL** include the identification number, description, quantity, unit price and justification for inventory adjustment, if applicable.

Inventory adjustments are authorized after a thorough inventory is completed. The use of the Inventory Adjustment form from Appendix B is authorized. The entire company area will be inventoried and those items not found will be placed on the inventory adjustment. The approval for the inventory adjustment rests with the Lead Property Management Contractor, Property Administrator (LPMC PA). When the interests of the Government are not protected by the inventory adjustment, the LPMC PA may redirect that the Report of Loss, Damage or Destruction of Government Property (LDD) be initiated. The LDD will determine liability.

During a joint inventory between property custodians, the inventory adjustment form is incorporated into the joint inventory report. The same approvals apply for the joint inventory: the LPMC PA must approve or may direct the issuance of the LDD as described above.

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2.3 Inventory Management and Disposition (continued)

Inventory adjustments of overages and shortages **SHALL** be forwarded to the IMPM and the DOE RFFO Contracting Officer (CO). Approved inventory adjustments **SHALL** be posted to the accountable property records by the letter reference and date. Property Management **SHALL** post the inventory adjustments to the PECS records and close the record. Financial Property Accounting personnel **SHALL** post inventory adjustments to the People Soft Asset Management system.

Upon completion or termination of a contract, or portion thereof, and/or as required by the CO or GPA, a complete inventory of all accountable and non-accountable Government property, including materials/supplies and/or Government-loaned items, **SHALL** be conducted. Results **SHALL** be provided to the Lead Property Management Contractor (LPMC) in accordance with Chapter VII, Close Out of Subcontracts.

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APPENDIX A

DOD Statistical Double Sampling Plan (Example)

The Department of Energy-sanctioned Department of Defense Double Sampling Plan (Table 1) is used to determine appropriate sample sizes and acceptance criteria to validate the inventory results at the 90 percent confidence level. For example, a lot size of 6,309 items falls within the 401 to 10,000 item lot range. For this lot range, a random selection of 34 items each is required for Sample 1 and Sample 2 (68 items total).

**TABLE 1
 DEPARTMENT OF DEFENSE DOUBLE SAMPLING PLAN**

Lot Range	Sample Size 1	Accept if Defects in Sample 1 Are	Reject if Defects in Sample 1 Are	Continue with Sample 2 if Defects in Sample 1 Are	Sample Size 2	Accept if sum of Defects in Samples 1 and 2 Equals or is Less Than	Reject if Sum of Defects in Samples 1 and 2 Equals or Exceeds
1 - 18	All	0	1	-	-	-	-
19 - 50	18	0	1	-	-	-	-
51 - 90	21	0	2	1	21	1	2
91 - 150	25	0	3	1 or 2	25	2	3
151 - 400	32	0	4	1, 2 or 3	32	3	4
401 - 10,000	34	0	4	1, 2 or 3	34	3	4
10,001 - 35,000	40	0	5	1, 2, 3 or 4	40	4	5
35,001 - 100,000	46	0	6	1, 2, 3, 4 or 5	46	5	6
100,000+	52	0	7	1, 2, 3, 4, 5 or 6	52	6	7

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APPENDIX B

**NOTIFICATION TO PROPERTY SYSTEMS OF INVENTORY
ADJUSTMENT**

(Please Fax to 7977 for processing)

Custodian Reporting(Name) _____

Account Number _____

Response Code _____

During a recent inventory of my account the item below was
not located:

Property Control Number _____

Item Description: _____

Serial Number: _____

(For system verification only, if known)

Date of Discrepancy _____

Item was: Current use Excess Unknown

Circumstances of Loss: _____

Please enter this information into PEMS as an Inventory
Adjustment:

Signature _____ Date _____

Phone: _____ Fax: _____

Notes/Comments _____

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CHAPTER IV, ACCOUNTABILITY AND CONTROL OF GOVERNMENT PROPERTY

PART 4, LOSS, DAMAGE, OR DESTRUCTION OF GOVERNMENT PROPERTY

1. OVERVIEW

This section establishes the requirements for reporting loss, damage, or destruction (LDD) of Government property. The minimum value for reporting LDD is \$500.00 unit acquisition cost except for suspected theft or sensitive property. Sensitive property and suspected theft of Government property are reported regardless of cost. Loss, Damage or Destruction (LDD) of Government property **SHALL** be reported to the employee's immediate supervisor within 24 hours of knowledge of the LDD. The form for reporting the LDD is located on Appendix 16 in Chapter X of the manual. The instructions for completing the form are included with the appendix.

This section does not apply to wear and tear, inventory adjustments, cannibalization, or consumption of Government property while performing contract responsibilities. This section also provides for employee reimbursement to the government for any LDD Government property.

2. REQUIREMENTS/RESPONSIBILITIES

2.1 Site Employees

All employees are required to report lost, damaged, or destroyed Government property in accordance with the requirements outlined in this section and the instructions of Appendix 16, Chapter X. When an LDD is required, it will be initiated within 2 work days, and the original hard copy provided to the Property Custodian. In the event the value of the property is unknown, an LDD will still require processing, and copies **SHOULD** be maintained in employees files for reference.

2.2 Property Custodians

Property Custodians are required to report lost, damaged, or destroyed Government property in accordance with the requirements of this section and the instructions of Appendix 16, Chapter X. Value of the item **SHALL** be obtained from PECS. When estimating a value, forward items with an estimated value of \$500.00 or greater unless sensitive or suspected theft. Forward the original hard copy LDD to the company Property Administrator within 5 calendar days of receiving it from the employee.

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2.2 Property Custodians (continued)

An LDD is not required for property not located during physical inventories or a PECS record that contains an incorrect Property Control Number (PCN); an inventory adjustment form will be used for these purposes.

When Government property is lost due to suspected theft, or it is damaged or destroyed, the property custodian **SHALL** request an investigation from the Site Security Investigating Force. The case report will be forward to the Lead Property Management Contractor (LPMC), Property Administrator (PA), and be attached to the LDD by the LPMC PA.

2.3 Subcontractor Property Administrator

Forward original applicable LDD's to the LPMC Property Administrator within 5 calendar days. Maintain an internal file for follow up activities. All items that are found after being reported on an LDD **SHALL** be coordinated with the LPMC PA as soon as notified of the find.

2.4 Lead Property Management Contractor (LPMC) Property Administrator

- Provide the contract type.
- Provide the contract number.
- Provide copies of Security Investigations on the Case Reports for items reported to Security for investigation. Initiate requests for investigation when warranted.
- Obtain the document number and have the LDD logged into the Document Register.
- Obtain the fair market value and place it on the LDD.
- Make a determination of relief and provide recommended compensatory measures.
- Sign the LDD.
- Ensure that the PECS record is closed and indicates that the document number is recorded in the record. The status in PECS is identified as an LDD until approval is returned from the Integrating Manager for Property Management or from the RFFO Contracting Officer

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2.4 Lead Property Management Contractor (LPMC) Property Administrator (continued)

- Forward the LDD to the Integrating Manager for Property Management within 5 calendar days. (For GSA vehicle accidents the case report is forwarded to transportation for reporting the accident.)
- Report any property recovered that was previously reported on an LDD, and ensure that the PECS record is opened and reinstated with the new information.
- Report Quarterly the LDDs, approved statuses, and I/As to the IMPM.

2.5 Integrating Manager for Property Management (IMPM)

When the unit acquisition value is \$10,000.00 or greater, insure that the LDD is completed and forwarded to DOE RFFO within 10 days.

When the unit acquisition value is less than \$10,000.00 complete the LDD within 25 days and forward original to the LPMC Property Management official files.

Forward the LDD to the Legal Department for review when recommending liability. The legal department will complete the LDD and provide any documentation and attach it to the LDD.

Make a recommendation of relief or identify a liable party, sign the LDD, and forward as appropriate.

Forward the LDD to the investigating officer, as applicable.

Act as the central Point-of-Contact for closing LDD's. Forward the completed original hard copy LDD's to the RFFO CO that are \$10,000.00 and greater. Forward the approved original hard copy LDD's to the LPMC, PA that are less than \$10,000.00. On the last day of each quarter send copies of approved LDD's to the RFFO CO.

Report quarterly the number of LDD's processed and the number forwarded to the RFFO CO. Include any items recovered during the quarter and previously reported as lost.

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2.6 Prime Contractor Manager

Designate in writing a manager from the Prime Integrating Contractor. The manager should have knowledge of the property clauses and liability provisions in the contracts. The individual should review the Site Security Case Reports to assure LDD's are processed where necessary.

2.7 Investigating Officer

Management appointed in writing by the Prime Contractor Manager serves as the investigating officer for LDD's at the \$10,000.00 threshold. The manager **SHALL** make a recommendation for relief or identify the individual to be held liable.

For LDD's that are below the \$10,000.00 threshold, the manager serves as the investigating officer and the approval authority. The investigating officer will review the LDD to determine liability of subcontractors and provide the recommendation on the LDD, and provide any additional documentation as deemed appropriate and attach it to the LDD. All sections of the LDD will be reviewed for completeness. The investigating officer **SHALL** determine relief or liability. If liability is determined for an individual, the LDD **SHOULD** be forwarded to the appropriate contracting office seeking financial reimbursement for the Government.

2.8 RFFO Contracting Officer (CO)

Complete the approval authority portion of the LDD's that are \$10,000.00 and above.

Forward the original LDD to the Official Files maintained by the Lead Property Management Contractor, Property Management.

Additional reviews may be sanctioned and attached to the LDD as appropriate.

If liability is determined for an individual, the LDD should be forwarded to the appropriate contracting office seeking financial reimbursement for the Government.

CHAPTER IV, ACCOUNTABILITY & CONTROL OF GOVERNMENT PROPERTY

PART 5, PRECIOUS METALS

1. OVERVIEW

Part 5 establishes requirements and processes for the requisition, control, and disposition of rare and precious metals, and other rare materials that have a high monetary value relative to volume or weight. This section applies to all personnel at Rocky Flats Environmental Technology Site (Site) who requisition or disposition rare and precious metals as defined in this section. Additionally, this section establishes requirements for contamination checks of precious metals. Contaminated precious metals are handled in accordance with applicable Bldg. and Site procedures for the handling and transfer of contaminated materials in addition to the property handling requirements contained in this manual. (Packaging and transport of precious metals is performed in accordance with Traffic Procedure T200-8, Preparation of Precious Metals for Shipment.). This section does not apply to Special Nuclear Materials.

2. REQUIREMENTS

2.1 System for Precious Metals

Identification of precious metals **SHALL** be accomplished by individual listings recorded on a database maintained by the Precious Metals Control Officer (PMCO) in conjunction with the precious metals custodians with types and quantities of metals.

Site Management SHALL:

- Ensure requirements and processes described in this manual are implemented and followed.
- Appoint in writing the Precious Metals Custodians (PMC) (See sample of appointment letter in Appendix 24) and forward a copy to the PMCO. New custodians must be appointed prior to transfer and departure by previous custodian.

Lead Property Management Contractor (LPMC), Property Management SHALL:

- Establish and implement the program for the requisition and control of precious metals.
- Appoint in writing the Precious Metals Control Officer (PMCO). See Appendix 26.

2.1 System for Precious Metals (continued)

Precious Metals Control Officer (PMCO)- SHALL:

- Develop procedures and schedules to conduct annual physical inventories of precious metals.
- Monitor the accountability for all precious metals.
- Monitor the acquisition, use, inventory control, and disposal of precious metals.
- Maintain an accurate list of all Precious Metals Custodians (PMC) and alternate precious metals custodians.
- Establish communications and maintain working interface with PMCs.
- Provide instructions and training for PMCs and users as necessary to ensure compliance requirements.
- Ensure conduct of annual inventories by the custodians and witness physical inventories.
- Conduct periodic unannounced assessments to check quantities held by custodians, inventories, records, and security of precious metals.
- Prepare and submit annual reports on the disposal and shipment of precious metals.
- Conduct an annual review of precious metals holdings to determine excess quantities.
- Prepare and submit an annual forecast of anticipated withdrawals from, and returns to, the DOE precious metals pool.
- Review all requisitions for precious metals for excess and sources of supply and forward to appropriate holder for action. If excess is not available, forward to appropriate procurement office for action; noting it was not available from excess.
- Dispose of excess precious metals no longer required at the Site and approved by the DOE in accordance this manual, and any implementing procedures.
- Prepare Form 68 (Appendix 9) to obtain approval to ship precious metals to DOE, Business Center for Precious Metals Sales & Recovery (BCPMS&R) at Oak Ridge or other approved locations by BCPMS&R.

Precious Metals Custodian (PMC) SHALL:

- Maintain records, reports, physical control, regular inventory, security, and proper disposal of precious metals in their custody.

2.1 System for Precious Metals (continued)

- Perform custodial responsibilities in compliance with this PMM.
- Ensure property is protected from loss, theft, damage, or destruction and report such occurrences in accordance with PMM Chapter IV, Part 4.
- Participate in Property Management assessments on precious metals management in accordance with PMM Chapter VIII.
- Provide the PMCO with the current property location.
- Provide assistance to Lead Property Management Contractor, Property Management inventory personnel by locating and making available property required for inventory.
- Ensure any changes to account are made in own area of accountability only to ensure records integrity.
- Perform a joint turn-over inventory with the incoming custodian when transferring custodianship.
- Create and maintain copies of all documentation relative to the transfer, receipt, and control of special materials and rare or precious metals.
- Report changes in precious metals holdings to the PMCO as soon as each transaction is complete.
- Notify the PMCO when shipments are ready to ship to DOE BCPMS&R.
- Conduct internal assessment of precious metals management in accordance with PMM chapter VIII.

The PMC **SHALL** maintain perpetual inventory records to include, at a minimum:

- Location of the materials/metals.
- Dollar value.
- Item(s) volume or weight.
- Metal Content, as applicable.

2.1 System for Precious Metals (continued)

Requisitioner SHALL initiate the procurement process by preparing a Purchase Requisition (PR) based on precious metals requirements. The requisitioner may not be the PMC but the PMC will be notified of the requisition. The PR **SHALL** be submitted to the PMCO for action. Requests for precious metals **SHALL** be made to the DOE BCPMS&R by the PMCO.

Procurement Office SHALL process precious metals purchase orders through the appropriate vendor(s).

Transportation Security Officer SHALL ensure the proper physical transfer of precious metals is in accordance with courier security procedures (Traffic Procedure T200-8, Preparation of Precious Metals for Shipment).

2.2 Storage, Transfer, and Disposal

Only the PMCs or designated alternates **SHALL** have access to vaults and safes containing precious metals.

PMCs **SHALL** maintain precious metals holdings as follows:

- When not in use, store precious metals in three-combination vaults or security safes.
- When in use, implement safeguard and security measures to the extent feasible consistent with operating requirements.
- If economic disposition analysis allows, provide a copy of the vendor analysis or Site analysis of the precious metals that are contaminated and the levels of contamination.

NOTE *Determination of contamination and disposition of contaminated materials will be determined by applicable Facility Management and governing radiological procedures in conjunction with Property Management personnel/PMCs.*

- Before transfer of contaminated precious metals, inform recipient that precious metals are contaminated and level of that contamination as determined by Radiological Operations personnel.
- Coordinate all transfers with applicable Facility Management and the Transportation organization.

Disposal of precious metals declared excess **SHALL** be initiated by the PMCO.

Disposition of precious metals as waste **SHALL** be documented by Waste Traveler number.

2.2 Storage, Transfer, and Disposal (continued)

Traffic Management Procedure T200-8 lists requirements for packaging and preparation for shipment of precious metals off-site. The designated Site subcontractor for shipment will package contaminated precious metals .

Traffic Management **SHALL** prepare the Bill of Lading, schedule the carrier, and authorize protective delivery service.

When all disposal actions and documentation are completed and a receipt confirmation is received, the PMCO **SHALL** issue instructions for those quantities of precious metals to be removed from the perpetual inventory record.

2.3 Annual Inventory

A wall to wall physical inventory of all precious metals **SHALL** be conducted annually by PMCs accompanied by the PMCO or the written designee for the PMCO.

The PMCs, accompanied by the PMCO, or the written designee, perform the following inventory tasks:

- Review the status of excess materials.
- Account for partial consumption (washing with acids or similar process). The PMCO will post the transaction for the inventory loss as an inventory adjustment.
- Review contamination status of precious metals.
- Designate each inventoried item as in-use or excess.
- At the conclusion of inventories, the PMCO reports inconsistencies between holdings and records that cannot be adequately justified through appropriate management channels for disposition.
- Forward summary report of inventory results to the Integrating Manager for Property Management (IMPM).
- Adjust property accounting internal records to reflect inventory results.

2.4 Management Review

Management **SHALL** conduct a review of all precious metals holdings and records at least once annually to ensure that holdings and records concerning precious metals in their respective organizations are consistent, and that precious metals are received, utilized, recorded, controlled, stored, and disposed of in accordance with requirements outlined in the PMM.

2.5 Records

All records generated in support of the requisition, control, and disposal of precious metals are Quality Assurance (QA), lifetime records, and SHALL be dispositioned and maintained in accordance with 1-V41-RM-001, Records Management Guidance for Records Sources

2.6 Requisition

The requisitioner **SHALL**:

- Complete and process the Purchase Requisition.
- Route the PR to the PMCO for approval. Review all requisitions for precious metals for excess and sources of supply and forward to appropriate holder for action. If excess is not available, forward to appropriate procurement office for action; noting unavailability of excess

The DOE BCPMS&R is under contract with a privately-owned and operated precious metals pool that was established to recycle DOE-owned precious metals within the DOE complex to minimize costs to participants.

2.7 Receiving Precious Metals

All shipments of precious metals to RFETS are received from the common carriers at Building 130 Warehouse.

When a shipment of precious metals is received, a designated warehouse employee **SHALL**:

- Prepare Form RF-35480, Receiving/Inspection Report Sheet (Appendix 2) by entering all requesting data EXCEPT THE MATERIAL WEIGHT.
- Coordinate a time with the requisitioner and the PMC when the precious metals can be transferred.
- Prepare Form RF-28470, Courier Receipt (Appendix 3).
- Prepare Form RF-47555, Material Transfer and Disposal (Appendix 4) in accordance with Health and Safety Practices Manual (HSP), Section 18.10, Release of Property for Conditional and Unrestricted Use.
- Arrange for transfer by Transportation Security Officers at the prearranged time to the requisitioner and the PMC.
- Forward the complete receiving paperwork package to the PMCO to document receipt and transfer to the requisitioner and PMC incoming precious metals.

2.7 Receiving Precious Metals (continued)

When precious metals are received from the receiving warehouse, the PMC **SHALL** maintain active accounting/inventory of all precious metals as follows:

- Weigh the material exclusive of containers and record weights in grams.
- If the material is in a sealed container, record the weight listed on container. Complete Form RF-35480 by recording the weight in the Quantity Received Column and return form to the warehouse.

2.8 Internal Processing

The PMC **SHALL** ensure the following internal processing for all precious metals:

- Update inventory records immediately following receipt and transfer of precious metals.
- Immediately segregate and properly mark contaminated precious metals, as applicable.
- Inspect all precious metals periodically for contamination in accordance with HSP 18.10 and ROI 3.02, Survey Requirements for Conditional and Unrestricted Use.
- Store, handle, and transfer contaminated precious metals in accordance with applicable facility requirements/procedures that govern the handling, storage, and transfer of contaminated materials (contact Facility Management for direction).
- Notify PMCO of all excess, or unneeded precious metals, and justify holding of excess precious metals in writing to the PMCO.
- When processing precious metals for disposal, prepare Form RF-47555, Material Transfer and Disposal (Appendix 4) and submit to the PMCO.
- After completion of transfer of excess precious metals, precious metals designated for disposal, and processing of all required documentation, remove those transferred quantities from the organizational precious metals inventory records.

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CHAPTER V, REUTILIZATION, TRANSFER AND DISPOSAL

1.0 PURPOSE AND SCOPE

This chapter establishes the requirements, responsibilities, and instructions for the reutilization, transfer and ultimate disposal of Government personal property (Property) declared excess to the needs of the Rocky Flats Environmental Technology Site (Site).

This chapter defines the responsibilities and outlines the processes for an integrated approach to identifying, evaluating, preparing, removing and processing property from buildings and facilities scheduled for Deactivation and Decommissioning, Reuse or Special Projects (Closure Projects) as well as routine disposal activities not associated with Closure Projects. All Property is subject to the disposition instructions contained within this document.

2.0 REQUIREMENTS

All property declared excess to the needs of the Site **SHALL** be processed in accordance with the Atomic Energy Act of 1954, as amended (AEA), and the Code of Federal Regulations (CFR) Title 41, Public Contracts and Property Management, Chapters 109, Department of Energy Property Management Regulations (DOE-PMR) and 101, Federal Property Management Regulations (FPMR).

The procedures specified in this Chapter are consistent with the specific requirements contained in the DOE-PMR and the FPMR with the exception that the Site integrating contractor and the Site subcontractors are granted exemptions from certain provisions of Subchapter H of the aforementioned regulations for the purposes of promoting timely and cost effective disposition of property related directly to Closure Projects. Those exemptions are incorporated in this section.

3.0 RESPONSIBILITIES

3.1 Project Managers Associated with Closure Projects (Building Deactivation and Decommissioning, Reuse or Special Projects)

Ensure that all Property disposal requirements related to Closure Projects are fully integrated throughout all phases of project planning and execution.

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3.2 Property Custodians/All End Users of Property

Ensure that all Property declared excess to the needs of the custodial organization is properly documented and processed in accordance with the instructions in this section.

3.3 Lead Property Management Contractor (LPMC) Property Management

Maintains an approved system, policies, procedures and processes for the identification, evaluation, accountability, reutilization, transfer and disposal of excess Property.

4.0 INSTRUCTIONS

4.1 Pre-Disposal Planning

4.1.1 Budget Planning

Project Managers

[1] Ensure adequate funding is available to perform the following activities required for the readiness and removal of Property related to Closure Projects:

- Project property disposition plan and schedule.
- Pre-inventory reviews.
- Physical inventory of property.
- Identification of ancillary equipment.
- High-Risk property evaluations.
- Removal of necessary equipment to include craft labor in support of equipment disconnects from building service.
- Radiological surveys, and other hazardous material assessments
- Packaging and crating of materials
- Development of an Economic Disposal Plan (EDP) for Nuclear Facilities
- Waste disposal costs (including labor)

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4.1.2 High-Risk Property Identification

Project Managers/Property Custodians

[1] Ensure that all Property items with the following characteristics have been identified prior to documenting the items for disposal:

- Special Nuclear Materials (SNM)
- Hazardous Materials and Property that may contain hazardous constituents. (See Appendix D)
- Radioactive or Radiological contaminated material
- Computers and ADP equipment
- Weapons, Ammunition, Ammunition components and items with defined military applications
- Export Controlled or Proliferation Sensitive Property (See Appendix E. Note: Appendix E also provides a list of property which is specifically exempt from ECI/proliferation review.)
- Export Controlled Information (Manuals, Drawings, Software, etc.)
- Unclassified Controlled Nuclear Information (UCNI)
- Equipment items that are deemed unsafe or dangerous

NOTE *Export Controlled Information, UCNI, and SNM are dispositioned in accordance with applicable Site Security Procedures.*

[2] Identify all applicable items noting the known hazard or suspected category.

[3] Ensure classified personal property which is declared excess is stripped of all characteristics which cause it to be classified, or otherwise rendered unclassified, as determined by the cognizant program office prior to disposition.

[4] Contact Property Management for guidance when assistance is required in determining applicability of this requirement.

4.1.3 Property Disposition Schedule (PDS)

Project Managers/Property Management

[1] Designate a Personal Property Project Manager (PPPM) for each Closure Project.

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4.1.3 Property Disposition Schedule (PDS) (continued)

- [2] Ensure the assigned PPPM develops a comprehensive PDS for the Closure Project which includes a timeline for the following activities:
- Conducting Pre-Inventory Review.
 - Disposal of scrap and preparation of any abandonment documentation.
 - Conducting Physical Inventory of the Closure Project area.
 - Resolving inventory discrepancies.
 - Conducting Site Screening.
 - Determining if Contaminated equipment, machinery and tooling are candidates for transfer between Contaminated Areas (CA) with other DOE facilities.
 - Generating transfer and disposal documentation.
 - Performing Readiness and Removal Activities.
 - Development of the Economic Disposition Plan (EDP) for Nuclear Facilities utilizing the Building 779 EDP as a model. (See Appendix A)
 - Removal of equipment/material or retention in place until final disposition.
 - Conducting the DOE screening process.
 - Conducting the ERLE Grant and Math and Science Gift screening process.
 - Conducting the General Services Administration (GSA) screening process.
 - Conducting sales activities as needed.
- [3] Ensure the proposed PDS is fully integrated with the Closure Project Plan.
- [4] Review and publish the PDS.

4.1.4 Economic Disposition Plan (EDP)

An Economic Disposition Plan (EDP) assessment is required for accountable property items related to Nuclear Facility Closure Projects with a documented acquisition cost of \$5,000.00 or greater.

EDPs are not required for property located in Administrative or Industrial Facilities. Property in these facilities will be processed for unrestricted release in accordance with 1-P73-HSP-18.10. Property found to be radiologically contaminated (not releasable) will be dispositioned as low level waste.

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4.1.4 Economic Disposal Plan (EDP) (continued)

Personal Property Project Managers (PPPM)

[1] Review against the following factors to determine the final disposition path as an integral part of the PDS process detailed in Section 4.1.3, (Property related to Nuclear Facility Closure Projects with an acquisition cost of \$5,000.00 or greater):

- High Risk Assessment (See Section 4.1.2)
- Acquisition Cost
- Date of Acquisition
- Condition Code (See Appendix C)
- Ancillary Equipment Availability
- Operating/Maintenance Manual Availability
- Readiness and Removal Costs
- Size Reduction Cost (if applicable)
- Decontamination Cost (if required)
- Waste Storage Cost (if applicable)
- Fair Market Value

[2] Ensure for each Nuclear Facility Closure Project, all excess Property with an acquisition cost of \$5,000 or more is identified.

[3] Ensure Property is categorized, evaluated and documented in accordance with the latest revision of the "Economic Disposition Planning Guide", Appendix A.

Generally, the final disposal path is determined by comparing the costs to prepare, release and remove the Property to the estimated return to the Government through reutilization or public sale versus the cost to dispose of the property as waste. Disposal decisions will be based on the overall cost effectiveness of the recommendation and the overall impact to the Closure Project schedule.

[4] Ensure approved EDPs are executed in accordance with Section 4.2.

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4.2 Preparing Property for Disposal

Project Managers/PPPM's/Property custodians/All End Users of PROPERTY

- [1] Promptly report excess Property to the servicing Personal Property Custodian. Also, if applicable, identify any associated manuals, parts, components, sub-assemblies, calibration/servicing records, tooling, etc., which are integral to the property.

NOTE *The current matrix of Nuclear, Industrial and Administrative Facilities is included in Appendix B.*

- [2] **IF** known,
THEN provide process knowledge of property for High Risk concerns as detailed in Section 4.1.2, the condition of the property, and whether the property is free releasable based on process knowledge.

As a rule, if excess property located in a Nuclear Facility is not free releasable based on process knowledge and the unit acquisition cost as reflected in the Property Equipment Management System (PEMS) is less than \$5,000, then the property will be treated as suspect contaminated property and disposed of as low level waste. If special circumstances warrant, Closure Project Managers may recommend processing such property for free release, subject to Property Management concurrence.

Excess property in a Nuclear Facility that is not free releasable based on process knowledge and the acquisition cost as reflected in PEMS is \$5,000 or more is dispositioned on an Economic Disposition Plan (EDP) in accordance with Section 4.1.4.

All accountable and non-accountable excess Property in Administrative and Industrial facilities that is not free releasable based on process knowledge will be surveyed for release.

Property in Administrative and Industrial facilities that cannot be radiologically released will be disposed of as low level waste.

The disposition path for property that has been radiologically released will be determined by Property Management.

- [3] **IF** excess property is free releasable based on process knowledge,
THEN prepare a Declaration of Excess Form in accordance with Section 4.3.

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4.3 Preparing Property for Disposal

All End Users

- [1] Document accountable and non-accountable property items, regardless of value or disposition path on Declaration of Excess document (DE), Form Number RFP F4420.02. with the exception of items designated as sanitary or low level waste.
- [2] Ensure original DE Forms accompany all property that is released and shipped to Property Disposal.
- [3] Ensure all items have radiological survey or free release information.
- [4] Ensure all items have an Export Control and Nuclear Non-Proliferation review.
- [5] Ensure all ADP hardware is sanitized and approved by the cognizant CSSO.
- [6] Ensure all items reviewed by appropriately trained and certified hazardous material personnel for the presence of hazardous constituents. (See Appendix D)
- [7] **WHEN** none of the Appendix D Hazardous Materials are to be removed from the property,
THEN write "EXEMPT", sign and date the block titled, "Certification for Removal Hazardous Material"; as all of the items on the DE are applicable to his exemption.
- [8] Prepare DE form in accordance with Appendix C.
- [9] Ensure separate DE documents are prepared for the following categories:
- [10] Ensure separate DE documents are prepared for the following categories:
 - Property free released under authority of the Administrative Property Release Program. (See 1-P73-HSP-18.10)
 - Computers and ADP items with Property Control Numbers (PCN).
 - Non accountable ADP hardware.
 - Software.
 - General items with PCN's.

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4.3 Preparing the Declaration of Excess Document (continued)

- General non-accountable items.
- Vehicles.
- Useable Furniture.
- Scrap Furniture.
- Carbon Steel Scrap.
- Stainless Steel Scrap.
- Aluminum Scrap.
- Mixed Scrap.
- Lead and Lead Scrap.
- Brass and Copper Scrap.

[11] Contact Property Management for assistance in determining the appropriate disposal path for the following.

- Special Nuclear Materials
- Export Controlled Information (Documents, Manuals, Software)
- Unclassified Controlled Nuclear Information (UCNI)
- Hazardous Property, Hazardous Materials and Used Chemicals (See Appendix D)
- Trash, Broken Pallets, Wood Scrap, etc.
- Automotive and Industrial batteries (recycle via Garage)
- Transformers or Ballasts with suspected PCB's
- Any commodity with friable Asbestos
- Wooden items with Lead Based Paint

[12] Ensure all completed DE forms have the approval of Property Management prior to arranging transportation.

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4.3 Preparing the Declaration of Excess Document (continued)

NOTE: *DO NOT ship excess property to Property Management without prior authorization from Property Management.*

Property Management

- [13] Assist End Users with the preparation of the DE form, as appropriate.
- [14] Inspect all shipments of excess property.
- [15] Designate the delivery location, approve the DE form and authorize the End User to arrange transportation of the property to a specified location.

4.4 Packaging Excess Property

NOTE *This section does not apply to the packaging of property designated as low level waste.*

NOTE *The processing of Scrap Metal is detailed in Section 4.5.*

All End Users of Property

- [1] Ensure Excess Property is tracked by a unique identifying number corresponding to the DE document number and line item number.
- [2] **WHEN** preparing released property for shipment, **THEN** ensure each item is marked or tagged with the corresponding DE document number and line item number.
- [3] Ensure property is boxed, packaged or palletized in a manner to allow safe handling of the items as well as easy access to the item for the purpose of verifying PCN's and the unique identifier.
- [4] Note the weight of the items on a skid, pallet or in a box where appropriate.
- [5] Ensure shipments of property are segregated in the same manner consistent with the DE form as specified in Section 4.3.
- [6] Ensure the original, signed copy of the DE form accompanies the shipment.

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4.5 Processing Scrap Metals

All End Users

NOTE *Scrap Metals are defined as ferrous and non-ferrous metals that have no value above their basic material content. This typically includes:*

- *Machine shop scrap and pieces of structural metals.*
- *Fabrications or predominately metal piece parts.*
- *Wire and cable ends*
- *Steel office furniture damaged beyond repair.*
- *Predominately metal electronic components damaged beyond repair.*

Structural steel in lengths longer than 4 feet and plate and sheet in sizes 4 feet by 4 feet or greater are useable and are NOT scrap. Any item that has a salvage value greater than the basic material content should not be processed as scrap.

[1] Ensure scrap metals are segregated wherever practical into the following categories:

- Carbon Steel
- Stainless Steel
- Aluminum
- Lead
- Brass and Copper
- Furniture
- Mixed scrap only when impractical to segregate

[2] Prior to designating items as scrap, contact Property Management for assistance in planning the determination, segregation, packaging, and removal effort.

[3] Ensure all items designated as scrap are processed on a DE Form in accordance with section 4.3.

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4.5 Processing Scrap Metals (continued)

Military, Weapons Program, Export Controlled or Proliferation Sensitive property will be scheduled for demilitarization or destruction only upon completion of approved plans and processes defined by the Site Classification Office.

Property Management

- [4] Provide specific guidance for the processing of scrap and make provisions for the staging of load luggers, roll-off containers or the direct buyer removal of scrap.
- [5] Review all scrap activities for tagged property items including fixed property related to decommissioning activities.
- [6] Assist the end user in preparing the DE forms.
- [7] Ensure that High-Risk property reviews are conducted in accordance with Section 4.1.2 and that scrap requiring certified destruction, mutilation or demilitarization is segregated pending final disposition.
- [8] Disposition scrap in accordance with Section 4.8.

4.6 Receiving Excess Property

Property Management

- [1] Ensure all shipments are inspected for completeness of documentation.
- [2] Ensure discrepancies are resolved in receiving prior to accepting the shipment. Non-compliant and unsafe shipments will not be accepted by Property Management.
- [3] Verify unique identifying numbers OR assign numbers to individual items.
- [4] Ensure items are staged and a unique storage location indicator is assigned.
- [5] Ensure the original DE is updated to reflect the receiving and storage information.
- [6] Ensure completed DE's are forwarded to property document control for processing.
- [7] Review the DE information transmitted from receiving.
- [8] Assign the Federal Supply Classification (FSC) number, where applicable.
- [9] Return a copy of the completed DE to the former property custodian.
- [10] **IF** the item is to be processed for Reutilization Screening,
THEN process the Items in accordance with Section 4.7.

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4.6 Receiving Excess Property (continued)

- [11] Ensure items found in the receiving process that require additional radiological surveys, destruction or mutilation, sanitization of information or waste determination are segregated and dispositioned accordingly.

4.7 Property Reutilization Screening Process

Excess personal property with an acquisition value of \$5,000 or more in Condition Codes 1 (Unused-Good), 2 (Unused-Fair), 4 (Used-Good), that can be free released without restriction is subject to reutilization screening. Additionally, radioactively or chemically contaminated property is subject to screening as outlined in this section. Property will be offered for reutilization screening in the following sequence of screening phases, subject to the limitations as outlined below. Once excess personal property has completed all required screening phases, it becomes eligible for public sale in accordance with Section 4.8.

Excess personal property in Condition Codes S (Scrap), is not subject to reutilization screening.

Excess personal property with High-Risk considerations as detailed in Section 4.1.2 will be clearly identified to potential screeners.

4.7.1 Site Reutilization Screening

Excess items are available to Site personnel by screening availability in the designated excess storage locations up to the day that Property is lotted for public sale. Property Management will advise prospective recipients of any High Risk issues associated with the property, if applicable.

Property Management/Property Holder (Functional Title)

- [1] IF the property can be reutilized on-site,
THEN the holding activity will transfer the property to the receiving activity in accordance with the Property Management Manual.

4.7.2 Department of Energy (DOE) Reutilization Screening

Property Management

- [1] Ensure reportable property is made available to other DOE facilities for 15 days through the Energy Asset Disposal System (EADS).
- [2] Ensure all reasonable and prudent efforts are made to advertise the availability of radioactively or chemically contaminated tooling, machinery and industry specific items that may be candidates for direct transfer between DOE Contaminated Areas (CA).

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4.7.2 Department of Energy (DOE) Reutilization Screening (continued)

- [3] Provide DOE facilities/agencies requesting property through the screening process with a cost estimate for readiness and removal of the property. The requesting activity will be required to fund these readiness and removal costs.

4.7.3 Community Reuse Organization (CRO) / Economic Development (ED)

Property Management

- [1] Upon request, provide the CRO a list of excess equipment authorized for economic development concurrently when applicable items are entered into EADS.

NOTE 1 *The CRO may elect to market and sell selected equipment or notify potential bidders when the selected equipment will be offered through the normal Site sales process.*

NOTE 2 *Use of the CRO procedures is followed when a CRO is established and has defined requirements for use of excess government property. As of April 1, 1999, the RFETS CRO has waived the requirement to participate in the reuse of excess government property thus allowing for eliminating the CRO screening of excess property. The CRO screening of excess personal property will be implemented if and when the CRO elects to re-invoke the screening of excess personal property.*

- [2] Ensure Within 10 days of the date of the excess equipment listing, the CRO returns an annotated listing to Property Management identifying the items which the CRO intends to market.

4.7.4 Energy Related Laboratory Equipment (ERLE) Grant Program

Property Management

- [1] Ensure eligible institutions are provided a list of authorized equipment through EADS that is potentially available at the time it is offered for DOE screening.
- [2] Ensure items that are not requested by DOE Activities within 15 days of entry to EADS, that are requested by eligible institutions under this program, are processed under this grant program.
- [3] Notify receiving institution that the actual costs to pack, crate, ship and insure the equipment will be borne by the receiving institution.

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4.7.5 Math And Science Education Gift Program

The Sharing Electronic Equipment District & Statewide (SEEDS) Program is used to redistribute eligible excess Automated Data Processing Equipment (ADPE) and other applicable equipment items to K through 12 schools and non-profit organizations in the State of Colorado School system. However, institutions eligible for ERLE Grants will have priority for excess instruments and laboratory equipment.

4.7.6 General Services Administration (GSA) Federal Screening

Property Management

- [1] Ensure upon completion of the 15 day DOE/EADS screening period, those items not selected by the DOE or CRO activities are placed in the General Services Administration's FEDS system for visibility of applicable excess property to other federal agencies. Eligible activities may request remaining property through completion of Standard Form 122.
- [2] Ensure Federal agencies are given priority to obtain remaining eligible excess for the first 21 days.
- [3] Provide Federal agencies requesting property through the screening process with a cost estimate for shipment of the property. The requesting activity will be required to fund shipment costs.

4.7.7 State Donation Programs

Property Management

- [1] Ensure visibility of applicable excess property is provided to state agencies by GSA. Eligible activities may request property through the GSA Regional Office.
- [2] State agencies may obtain remaining eligible excess property for 21 days following the GSA Federal Screening described in section 4.7.6.
- [3] Provide State agencies requesting property through the screening process with a cost estimate for shipment of the property. The requesting activity will be required to fund shipment costs.

4.7.8 Transfers of Personal Property to Eligible Recipients

Eligible recipients will provide approved Transfer Documents, Memorandums of Understanding, Loan, Gift or Grant Agreements as applicable to authorize the transfer of personal property. Additionally, they are required to Provide funding for transfers or direct payments for the reimbursement of readiness, removal, packaging and shipping charges where applicable.

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4.7.8 Transfers of Personal Property to Eligible Recipients (continued)

Property Management

- [1] Review all documentation associated with the property transfer to ensure the following:
 - All property to be transferred is fully traceable to an original DE document.
 - The appropriate reviews for High-Risk property considerations have been completed and the signatures denoting such are verified on the DE document.
 - Any special instructions, notifications and warnings beyond the standard export control/nuclear non-proliferation disclaimer are provided to the recipient in writing, in accordance with Department of Energy and Federal Property Management Regulations.

- [2] Prepare a transmittal letter requesting approval to transfer the property. As a minimum, the transmittal letter will include:
 - A recap of the number of line items shipped and the number of documents applicable to the shipment.
 - The recipient and destination of the property.
 - A recap of any special instructions, notifications or warnings to be provided to the recipient.
 - Copies of the applicable DE documents and any supporting documentation as applicable.

- [3] Submit the transmittal letter to the Integrating Manager for Property Management(IMPM) for approval.

- [4] Prepare and ship items to the recipient upon the approval of IMPM.

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4.8 Cannibalization, Abandonment or Destruction of Personal Property

Generally abandonment or destruction of personal property is a disposal method of last resort. All requests to abandon/destroy accountable personal property must be reviewed and recommended for abandonment/destruction by the Site Infrastructure Services Property Manager and approved by the Integrating Manager for Property Management in the form of a certificate of abandonment or destruction (See Appendix F). If approved, property will be administratively retired from property accountable records effective the date the certificate of abandonment or destruction is approved. Property that is administratively retired will not be subject to physical inventories or item accountability. However, property will not be permanently retired from property accountable records until such time as the property is confirmed in writing as actually destroyed or otherwise removed from the Site.

No abandonment or destruction will be made in a manner which is detrimental or dangerous to public health or safety, or which will cause infringement of the rights of other persons.

Property may be declared abandoned in accordance with Department of Energy Property Management Regulations and removed from the property records under the following process.

For further guidance on sub-contractor held property, refer to PMM Chapter 7.

Property Management

- [1] Ensure Property that cannot be free released from nuclear facilities based on process knowledge and is uneconomical to survey for release in accordance with the Economic Disposition Planning Guidelines detailed in Appendix A is considered abandoned in place, subject to the provisions of section 4.7.2. Final disposition of abandoned radiologically contaminated property will be documented on a Waste Traveler.
- [2] **IF** special circumstances warrant, coordinate with Closure Project Managers in the recommendation of abandonment of property in place, subject to Property Management approval.
THEN ensure final disposition of such abandoned personal property is reported in writing by the Closure Project Manager to Property Management and submitted to the IMPM for approval. Property Management will maintain the certificate.
- [3] Ensure all property for which sub-tier contractors are contractually authorized to salvage, destroy or process as waste is considered abandoned in place provided that the applicable contract(s) includes provisions to demonstrate that the property has no value or that the Government will receive other consideration for any salvage value associated with the property. Such property will be reported by the Closure Project Manager to Property Management and submitted to the IMPM for approval. Property will be dispositioned and retired from property accountable records effective the date Property Management approves abandonment. Property Management will maintain the certificate.

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4.8 Cannibalization, Abandonment or Destruction of Personal Property (continued)

- [4] Ensure property that is free releasable and located offsite that has no commercial value or the estimated cost of its continued care and handling would exceed the estimated proceeds of its sale is abandoned in place, subject to the concurrence of the offsite holding activity. Such property will be final dispositioned and administratively retired from property accountable records effective the date of Property Management approval. Property Management will maintain the certificate
- [5] Ensure property that is cannibalized is justified on the certificate in Appendix F and contains the same approvals as for abandonment/destruction.

4.9 Public Sales of Surplus Property

4.9.1 Sales of Surplus Property

Property Management

- [1] Ensure all excess property that remains following completion of reutilization screening is authorized for sale to the public and is sold via auctions, sealed or spot bids, negotiated /fixed price sales or term contracts.
- [2] Ensure all sales to the general public are conducted in accordance with the latest revisions of the Federal and Department of Energy Property Management Regulations. Additionally, advanced notification of proposed sales will be provided to the Integrating Property Manager, DOE-RFFO, and GSA Region 8.
- [3] Ensure a variety of sales techniques are used to ensure fair and adequate competition and maximum return on the Government's investment.
- [4] Ensure High-Risk property designated for destruction, mutilation or demilitarization is only sold to approved buyers and that those activities are separately documented and witnessed.
- [5] Ensure all sales documentation is reviewed to ensure the following;
 - All property to be transferred is fully traceable to an original DE document.
 - The appropriate reviews for High-Risk property considerations have been completed and the signatures denoting such are verified on the DE document.
 - Any special instructions, notifications and warnings beyond the standard export control/nuclear non-proliferation disclaimer are provided to the recipient in writing, in accordance with Department of Energy and Federal Property Management Regulations.

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4.9.1 Sales of Surplus Property (continued)

- [6] Prepare transmittal letters requesting approval to sell the property. As a minimum, the transmittal letter will include:
- A recap of the number of line items shipped and the number of documents applicable to the shipment.
 - The buyer of the property.
 - A recap of any special instructions, notifications or warnings to be provided to the buyer.
 - Copies of the applicable DE documents and any supporting documentation as applicable.
- [7] Submit the transmittal letter to the IMPM for approval.
- [8] Conduct the sale upon the approval of the IMPM.

4.9.2 Public Auctions

Property Management

- [1] Ensure public auctions are used to sell excess property that has broad consumer interest and historically provides a high return.
- [2] Ensure all auctions are scheduled on a regular basis to encourage frequent attendance by bidders.

4.9.3 Sealed Bid and Spot Bid Sales

Property Management

- [1] Ensure Sealed Bid and Spot Bid sales are used for applicable excess property (generally used for specific items that have a narrow consumer interest.)

4.9.4 Negotiated/Fixed Price Sales

Property Management

- [1] Ensure Negotiated/Fixed Price Sales are used, as applicable, for the reimbursed trade-in of eligible equipment, retail sales, or in cases where limiting competition can clearly be demonstrated to be in the best interests of the Government.

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4.9.5 Term Sales

Property Management

- [1] Ensure Term Sales are used, as applicable, for predetermined terms for recurring categories of excess materials and equipment such as scrap metal and furniture.

4.10 Asset Management Pilot Program (AMPP)

NOTE *The Asset Management Pilot Program is implemented through PRO-243-DCI, Asset Management Pilot Program Process.*

The AMPP allows the Site to retain up to \$6.3 million per year in sales revenue to fund additional closure or disposal projects. All revenue derived by sales or transfer initiatives will be made payable to the Department of Energy (DOE).

The costs of disposal will be tracked by Property Management and compared to the sale and transfer revenue received. When sales revenue exceeds expenses, the surplus revenue will be dispositioned as follow:

- DOE may periodically elect to reprogram sales revenue to fund specific new scope of work related to disposal/closure activities. This new scope will be documented by the IMPM through a baseline change proposal.
- Total sales revenue exceeding \$6.3 million in any fiscal year will be equally divided between DOE Environmental Management and the U.S. Treasury.

Property Management and the IMPM will prepare a quarterly report of AMPP activities for submittal to DOE/RFFO.

5.0 DISPOSITION OF RECORDS

All records generated by this procedure are Quality Assurance records and are dispositioned in accordance with 1-V41-RM-001, Records Guidance Management for Records Sources. The following records are generated:

- Transmittal Letters approving transfers and sales
- Transfer Documents, including SF-122, Memorandums of Understanding and Grant/Gift Certificates
- Sales Agreements, Bill of Sale and distribution of returns from sales.
- Proof of Payment

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5.0 DISPOSITION OF RECORDS (CONTINUED)

- Manifests for off site shipments
- Declaration of Excess Documents
- Waste Travelers and related attachments
- Certificates of Destruction for High-Risk Property
- Bill of Lading

Records of off-site transfers, sales or waste disposal of accountable property are used to update the permanent records in the Site property management database.

6.0 RECORDS PROCESSING INSTRUCTIONS

Record Identification	Record Type Determination	Protection/Storage Methods	Processing Instructions
<ul style="list-style-type: none">• As identified in Section 5	QA Record	The completed record is maintained and protected using standard office filing equipment and methods when not in use in accordance with procedures outlined in 1-V41-RM-001	When the record is ready for final disposition, the record is transferred to Site Records Management in accordance with 1-V41-RM-001.

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Economic Disposition Plan (EDP)

NOTE: *The purpose of the EDP for Nuclear Facilities is to make property disposition judgements based on the condition of property, hazard assessment, remediation costs, nuclear proliferation and classified material concerns, readiness and removal costs, marketability through the DOE, Federal, State and private sectors and the fair market value of items that may be eligible for public sale. It is not the intent of the EDP to encumber the D&D Project: rather, it is to provide an effective method to maximize the utilization of resources and speed closure projects. The EDP needs to demonstrate the life-cycle costs of the disposition flow path (disposal as waste vs. release throughout normal or special disposal processes).*

Accountable personal property with an acquisition cost of \$5,000 or more is subject to an Economic Disposition Plan (EDP) assessment in accordance with this Guide for Nuclear Facilities utilizing the Building 779 EDP as a model. Items of accountable Property of similar design and configuration as those depicted in the Building 779 model EDP do not require generation of a new EDP.

Personal Property Custodian or Personal Property Project Manager

1. Based on the information obtained during periodic surveys/walkdowns (routine) or the transition walkdown (closure projects), excess items will be reviewed against the following factors to determine the final disposal path:
 - High Risk Assessment (See PMM, Chapter 5, Section 4.1.2.
 - Acquisition Cost
 - Date of Acquisition
 - Condition Code (condition of equipment)
 - Ancillary Equipment Availability
 - Operating/Maintenance Manual Availability
 - Readiness and Removal Costs
 - Size Reduction Cost (if applicable)
 - Decontamination Cost (if required)
 - Waste Storage Cost (if applicable)
 - Fair Market Value as determined by Property Management.
2. Identify all excess accountable personal property with an acquisition cost of \$5,000 or more.

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3. Place excess accountable personal property into one of the 15 categories identified in Table 1 of this Guide. Property should be categorized based on similarity of characteristics, readiness and removal considerations, and the likelihood for free release. For example, process machinery (e.g., lathes, milling machines, drill presses) would be grouped together as Category 4, Machining and Milling Equipment.

NOTE: *Additional property categories may be added as necessary to facilitate an accurate classification of personal property. Contact Property Management for modifications to the table.*

4. Complete Economic Disposition Plan Checklists for a sampling of property within each category. The EDP checklist and instructions for completing the EDP Checklist are provided in Figure 1 of this Guide.

NOTE: *The results of the EDP sampling within each category will govern the disposition of all personal property within that category.*

5. Submit the completed EDPs to the Project Manager (for Closure Projects) or the Personal Property Custodian's supervisor (for routine turn-ins) for approval.

Project Manager or Personal Property Custodian's Supervisor

6. **IF** any disposition recommendations are disapproved,
THEN return the EDP to the Personal Property Project Manager or Personal Property Custodian, as appropriate, with a written explanation as to why the EDP was rejected.

7. **IF** the disposition recommendation is approved, **THEN**
sign and date the EDP checklist and submit to Property Management.

Property Management

8. Review the completed EDP checklists.
9. **IF** the disposition recommendation is approved, **THEN** sign
and date the EDP Checklist and return a copy to the Project Manager or Personal Property Custodian's supervisor, as appropriate.

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10. **IF** any disposition recommendation is disapproved,
THEN return the EDP to the Project Manager or Personal Property Custodian's supervisor, as appropriate, with a written explanation as to why the EDP was rejected. Coordinate with the Project Manager/Property Project Manager or Personal Property Custodian/Supervisor, as appropriate, on the final determination of whether property will be abandoned in place, removed and relocated to a warehouse, staging area or laydown yard (for free-releasable property), or disposed as waste.

Project Managers/Property Project Managers/Personal Property Custodians

11. Prepare Declaration of Excess documents and process property in accordance with PMM Chapter 5.

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Table 1 – Personal Property Categories

Category	Description
1	Electronic Equipment (amplifiers, recorders, controllers, electronic lab equipment)
2	Unique R&D Equipment (typically the most expensive equipment)
3	Welders and Welding Accessories
4	Machining and Milling Equipment
5	Power Supplies, Ovens and Miscellaneous Laboratory Equipment
6	Vacuums
7	Photographic, Audio and Optical Equipment
8	Gloveboxes, Hoods, and B-Boxes
9	Tanks
10	Conveyors, Hoists
11	Small Electrical Tools
12	Small Mechanical Tools
13	Furniture
14	Excess Unused/Unopened Chemicals
15	Computers and Communications Equipment

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GENERAL INFORMATION

Item Description:	
Property Control Number(s) (PCN):	Bldg/Room/Location:
Acquisition Cost:	Fair Market Value (FMV):
Date of Acquisition:	Condition Code (1-10):

PROPERTY ASSESSMENT

1. Are there any Nuclear Proliferation, Classification, HAZMAT, or other High Risk concerns associated with this property? If yes, specify below:	YES	NO
2. Can the property be free-released according to Radiological Operations/ Engineering assessment consistent with Site procedures for unrestricted release of property? NOTE: If answer is "NO," dispose of the property as waste subject to the provisions of PMM Chapter 5, paragraph 4.7.2.[2]	YES	NO
3. Are operating/maintenance manuals available for this property?	YES	NO
4. Is ancillary equipment available to support this property? (Leave blank if not applicable)	YES	NO

DISPOSITION COST ANALYSIS

COST ELEMENT	FREE RELEASE	WASTE
Radiological Engineering and RCT Survey Cost for Free Release	\$	\$
Decontamination Cost (if required)	\$	\$
Waste Storage Cost for NTS or WIPP (One Time Charge)	\$	\$
Size Reduction Cost (if applicable)	\$	\$
Readiness/Removal Cost (free release) or Dismantling Cost (waste)	\$	\$
TOTAL DISPOSAL COST	\$	\$
Less Fair Market Value	\$	\$
NET DISPOSAL COST	\$	\$

DISPOSITION RECOMMENDATION: ___ FREE RELEASE TO PU&D ___ DISPOSE AS WASTE

APPROVALS: _____
 Project Manager Signature/Date

 Manager, Property Mgt. Signature/Date

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Figure 1 – Economic Disposition Plan Checklist Instructions

Purpose. To provide a systematic method to determine the appropriate disposition path (i.e., free release property for reuse/resale or dispose as waste) for high value personal property.

Applicability. An Economic Disposition Plan (EDP) Checklist is required to be completed for a representative sampling of Site accountable (PCN controlled) property with an acquisition cost of \$5,000 or more.

Checklist Elements:

Section I – General Information

- **Item Description:** Enter the item description as shown in PEMS (description, major noun, minor noun, manufacturer, model number).
- **Property Control Number (PCN):** Enter the PCN as shown in PEMS.
- **Bldg./Room/Location:** Enter the location of the property; be specific as you can.
- **Acquisition Cost:** Enter the acquisition cost as shown in PEMS.
- **Fair Market Value (FMV):** Provided by Property Management.
- **Date of Acquisition:** Enter the date the property was acquired as shown in PEMS (use mm/dd/yy format).
- **Condition Code:** Characterize the property's condition using one of the disposition condition codes provided in PMM Chapter 5, Appendix C.

Section II – Property Assessment

1. Identify all High Risk concerns associated with the property and any special preparation required to make the property ready for disposition for free release or waste. See PMM Chapter 5, Section 4.1.2 for a more complete discussion of High Risk property. High Risk property includes any property which falls into one or more of the following categories:

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Section II – Property Assessment (continued)

- Hazardous Material (See PMM Chapter 5, Appendix D)
 - Radioactive or Radiological contaminated material
 - Computers and ADP equipment
 - Weapons, Ammunition, Ammunition components and items with defined military applications
 - Export controlled or proliferation sensitive property (See PMM Chapter 5, App. E)
 - Equipment items that are deemed unsafe or dangerous
2. Determine (based on Radiological Operations and/or Radiological Engineering assessment) whether the property can be free released.

IF RO/RE assesses the property cannot be free released under any circumstances, and property has been considered for direct transfer to another DOE Contaminated Area (CA),

THEN recommend processing the item as waste. With the exception of the Disposition Recommendation and the Approvals sections, completion of the remainder of the EDP checklist is optional.

3. Determine if operating manuals and/or maintenance manuals are available for the property.
4. Determine if any ancillary or support equipment related to the property is available.

Section III – Disposition Cost Analysis: Estimate the cost associated with disposing of property for free release (reuse/resale) versus disposing of property as waste. A shaded block in the “Free Release” or “Waste” column indicates that cost element does not apply.

- **Radiological Engineering and RCT Survey Cost for Free Release:** The costs that make up this line items include the time for RAD Engineering to complete a “PRE” form, normally 4 hours, so as to give direction to RAD Operations personnel to perform the proper smears on a particular piece of equipment. The RAD Operations time is also included in this cost, which involves all the necessary smears and readings for results. Finally if equipment has to be disassembled and reassembled to permit RAD surveys/smears, the estimated cost to disassemble/ reassemble the equipment is included in this line item.

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- **Decontamination Cost (if required):** Whenever a piece of equipment requires oil sampling and removal, the cost required for performing this task is included on this line item. This item also includes any costs that might be required in wiping down of any piece of equipment prior to RAD Operations being able to perform their functions.
- **Waste Storage Cost for NTS or WIPP (One Time Charge):** This cost element includes the cost of crate construction and materials, transportation costs to either the Nevada Test Site (NTS) or the Waste Isolation Pilot Project (WIPP) in New Mexico, and the one-time charge for NTS or WIPP storage. The waste storage cost applied to the item should be prorated based on how much waste crate space the item requires. For example, if the item consumes half of the space in a waste crate, then half of the total waste crate construction, transportation and storage costs should be applied to the item.
- **Size Reduction Cost (if applicable):** Due to the size of various pieces of equipment, some pieces must be size reduced in order to fit into a waste crate for shipment to NTS or WIPP. Whenever this task is required for a piece of equipment, determine the cost to cut or otherwise size reduce the item. Do not include dismantling cost on this line.
- **Readiness/Removal Cost (free release) or Dismantling Cost (waste):** The costs associated with this line item involve the use of craft time (e.g., electricians, machinists, carpenters and other D&D craft specialists). With the assistance of subject matter experts, determine by craft the labor hours and the labor costs required to disconnect the property from building services, remove the item from mountings, disassemble and/or package the item, handling and loading for shipment (free release) or storage (waste).
- **Total Disposal Cost:** Total the cost elements for each disposal option (i.e., free release or waste).
- **Less Fair Market Value:** Enter the Fair Market Value (FMV) amount from the General Information section of the form. There is no FMV associated with dispositioning property as waste.

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- **Net Disposal Cost:** For the free release option, this is a Total Disposal Cost minus the Fair Market Value. For the waste option, this is the same as the Total Disposal Cost.
- **Disposition Recommendation:** The Personal Property Custodian or Personal Property Project Manager, as appropriate, recommends an appropriate disposition decision for the item based on relative costs to free release versus waste.
- **Approvals:** The Closure Project Manager and the Manager PU&D must concur in the disposal recommendation, or arrive at a mutually agreeable disposition path. Concurrence is indicated by the respective manager's signature and date on the EDP Checklist.

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Property Identifier	Property Name	Admin	Industrial	Nuclear
040	Technical Education Center (CCD) 2,000 sqft - 6221 Downing St. (not owned nor leased-Grant use)	Yes		
060	RAC Corp - Information and Access Center	Yes		
061	RAC Corp - PU&D Warehouse		Yes	
062	RAC Corp - Fire Water Pump House		Yes	
070	Arvada Office Park Employee Assistance Program	Yes		
107T	D&D Tank Removal Condensate Storage		Yes	
108T	D&D Tank Removal Condensate Storage		Yes	
111	Administration	Yes		
T111A	Trailer - Offices-Administration	Yes		
112	External Dosimetry		Yes	
T112A	Trailer - Offices-Administration	Yes		
T112B	Trailer - Storage	Yes		
T112C	Trailer - Offices/Administration	Yes		
115	Office and EOC Building	Yes		
T115A	Trailer (Offices)	Yes		
T115B	Trailer (Offices)	Yes		
T115C	Trailer (Offices)	Yes		
116	Office Building	Yes		
T117A	Trailer (Offices)	Yes		
119	WSI Fitness Center	Yes		
T119A	Trailer (Offices)	Yes		
T119B	Trailer (Offices - WSI Radio Maintenance)	Yes		
120	West Access Guard Post	Yes		
T120A	Trailer (Offices - WSI Security Badging)	Yes		
121	WSI Plant Protection	Yes		
T121A	Trailer (Offices - Technical Security)	Yes		
122	Occupational Health - Medical		Yes	
T122A	Mobile Decontamination System Trailer		Yes	
122S	Emergency Power Switchgear/Shredder Plant		Yes	
124	Water Treatment Plant		Yes	
T124A	Trailer (Offices) DOE	Yes		
125	Standards Lab		Yes	
126	Source Calibration and Storage Building		Yes	
127	Emergency Generator Building (121)		Yes	
128	Vehicle Shelter (Plant Protection)		Yes	

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Property Identifier	Property Name	Admin	Industrial	Nuclear
129	Raw Water Strainer		Yes	
130	Engineering Support Building, Warehouse, Cafeteria, Kitchen		Yes	
T130A	Trailer (Offices)	Yes		
T130B	Trailer (Offices)	Yes		
T130C	Trailer (Offices)	Yes		
C130	Storage Yard Container	Yes		
T130D	Trailer (Offices)	Yes		
T130E	Trailer (Offices)	Yes		
T130F	Trailer (Offices)	Yes		
T130G	Trailer (Offices)	Yes		
T130H	Trailer (Offices)	Yes		
T130I	Trailer (Offices)	Yes		
T130J	Trailer (Offices)	Yes		
131	Office Building	Yes		
T131A	Trailer (Offices)	Yes		
132	Electrical Substation #9 (leased)		Yes	
180	Climatology Tower/Support Building (WBZ)		Yes	
181	Meteorological Tower (Woman Creek) (abandoned pre 1992)		Yes	
200	Site Groundwork excluding Buffer Zone		Yes	
201	Railroads (6 miles)		Yes	
202	Roads 13 miles (\$ only incl. sidewalks/parking)		Yes	
203	Cattle & Security Fences (\$ include 551 storage yard fence, 705/706/750 Security fence, 130 Security fence)		Yes	
204	Walkways		Yes	
206	Domestic Water System		Yes	
207	Clarifier - Industrial Waste Storage Tank - 121,600 gal H242 RCRA Unit 40 (Not in use)			Yes
207A	Solar Evaporator Pond OU-4			Yes
207B-C	Central Solar Evaporator Ponds OU-4			Yes
207B-N	North Solar Evaporator Ponds OU-4			Yes
207B-S	South Solar Evaporator Ponds OU-4			Yes
207C	Solar Evaporator Ponds OU-4			Yes
208	Sanitary Sewer Lines		Yes	
209	Storm Drain System 10,150 GPD		Yes	
210	Natural Gas Distribution System		Yes	
211	Steam Distribution System 19,142 Feet		Yes	

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Property Identifier	Property Name	Admin	Industrial	Nuclear
212	Electrical Distribution System		Yes	
213	Protection Alarms & Communication System		Yes	
214	Plant Fence and Street Lighting		Yes	
215A	Domestic Water Storage Tower 300,000 gal (aka Tank 84)		Yes	
215B	Domestic Water Storage 500,000 gal (aka Tank 85)		Yes	
215C	Domestic Fire Water Supply 500,000 Gal		Yes	
215D	Evaporation Distillate Storage Tank		Yes	
216	Raw Water Supply/Pump House (Ralston)			
219	Solids Waste Landfill		Yes	
220	Telephone and Communication System		Yes	
222	Data Line		Yes	
223	Nitrogen Supply Facility, Includes Storage Tanks 233, 234		Yes	
223A	Environmental Restoration (ERM) Storage		Yes	
226	NaCl Brine Tank - 3800 Gal. B910 (Reverse Osmosis Underground Concrete Tank - not in use)		Yes	
227	Nitric Acid Tank (B910)		Yes	
228A	Sanitary Sewer Drying Bed		Yes	
228B	Sanitary Sewer Drying Bed		Yes	
229	Portable Irrigation System		Yes	
T230	Cargo Storage Complex (771)			Yes
231	Process Waste Pump House - LL			Yes
231A	Waste Storage Tank - Low Level 250,000 Gal.			Yes
231B	Waste Storage Tank - Low Level 950,000 Gal.			Yes
240	Steam Condensate Storage Tank 300,000 Gal.			Yes
260	Perimeter Security Zone		Yes	
262	No. 2 Diesel Fuel Storage Tank - 50,000 gal		Yes	
280	Landfill Support Facility		Yes	
281	Sanitary Landfill Leachate Valve Building		Yes	
S281	Sanitary Landfill Bale Storage		Yes	
282	Sanitary Landfill Fire Protection Building and 120,000 Gallon Water Tank		Yes	
283	Sanitary Landfill Evaporation Pond		Yes	
284	Sanitary Landfill Leachate Collection and Storage Tank Farm (Tanks 505, 506, 507)		Yes	
301	Field & Air Sampling Stations		Yes	

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Property Identifier	Property Name	Admin	Industrial	Nuclear
302	Shoot House		Yes	
303	Rifle Range		Yes	
T303D	Trailer - WSI lease - 810 sq.ft.	Yes		
T303E	Trailer - WSI	Yes		
304	Fire Patrol Crossings		Yes	
305	Erosion Control and/or Graveling		Yes	
306	Water Sampling Station - Walnut Creek		Yes	
308	Pump House		Yes	
308A	Solar Pond Pump House			Yes
308B	Modular Storage Tank Pump House		Yes	
308D	Central Sump Pump House (N.E. of B761)		Yes	
308B-A	Modular Storage Tank		Yes	
308B-B	Modular Storage Tank		Yes	
308B-C	Modular Storage Tank		Yes	
331	Fire Station & Vehicle Maintenance Garage & Offices		Yes	
331A	Fire Station Training (Behind 335)		Yes	
T331A	Trailer - Fire Protection Administration	Yes		
C331	Storage Shed (Cargo Container)		Yes	
331S	Storage Shed		Yes	
333	Paint Shop and Sand Blast Facility		Yes	
334	General Offices & Maintenance Shop		Yes	
T334B	Trailer (Offices)	Yes		
T334C	Trailer (Offices)	Yes		
T334D	Trailer (Offices)	Yes		
335	Fire Training Building		Yes	
367	Equipment Storage Shed		Yes	
371	Pu Recovery			Yes
T371A	Trailer (Offices)	Yes		
T371C	Trailer (Offices)	Yes		
T371D	Trailer (Offices)	Yes		
T371E	Rest Rooms	Yes		
T371F	Trailer (Offices)	Yes		
T371H	Trailer (Offices) Purchased 30 Sept 98	Yes		
T371J	Trailer (Offices) Purchased 30 Sept 98	Yes		
T371K	Trailer (Offices)	Yes		
372	Guard Post (Portal 2)	Yes		

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Property Identifier	Property Name	Admin	Industrial	Nuclear
372A	Personnel Access Control 371 (PACS 2)	Yes		
373	Cooling Tower - B374		Yes	
374	Liquid Process Waste Treatment - Low Level Pu			Yes
374A	Carpenter Shop (south of 374)		Yes	
375	Guard TowerT-4	Yes		
376	Chem Recovery			Yes
T376A	Trailer (Offices)			Yes
377	Air Compressor Building (Production)			Yes
378	Waste Collection Pump House			Yes
381	Fluorine Building			Yes
384	B384 Cooling Tower B371			Yes
427	Emergency Generator Building (444)		Yes	
427A	Diesel Storage Tank		Yes	
428	Waste Collection Pump House Low Level - Unit 40		Yes	
T428B	Trailer	Yes		
429	Process Waste Pit & Tank (B441 UST 36) aka Tank 077		Yes	
439	Maintenance Shop		Yes	
T439A	Trailer (Offices)	Yes		
T439D	Trailer (Offices)	Yes		
440	Vehicle Modification Center - Waste Storage		Yes	
441	Production Support Offices		Yes	
T441A	Trailer (Offices)	Yes		
442L	Old Filter Test Lab (west side of building)		Yes	
442W	HEPA Filter Warehouse		Yes	
T442A	Trailer (Offices)	Yes		
443	Heating Plant (Steam Plant)		Yes	
443TD	Tanks 9 & 13 Diesel Oil - Remediation		Yes	
443TF	Tanks 1 ,2, 3, & 4 #6 Diesel Fuel Oil		Yes	
444	Manufacturing Building Depleted Uranium Ops		Yes	Yes
445	Carbon Storage		Yes	
447	Depleted Uranium Manufacturing Building		Yes	Yes
448	Shipping and Uranium Material Storage		Yes	Yes
449	Oil and Paint Storage		Yes	
450	Filter Plenum Building (south of 444) for B444 Zone 1		Yes	
451	Filter Plenum Building (south of 447) for B447 Zone 2		Yes	
452	Pre-Engineered Office Building - Human Resources		Yes	

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Property Identifier	Property Name	Admin	Industrial	Nuclear
T452A	Trailer (Offices)	Yes		
T452B	Trailer (Offices)	Yes		
T452C	Trailer (Offices)	Yes		
T452D	Trailer (Offices)	Yes		
T452E	Rest Rooms	Yes		
T452F	Trailer (Offices)	Yes		
T452G	Trailer (Offices)	Yes		
453	Maintenance Storage		Yes	
454	Cooling Tower - B444 - 800 Tons		Yes	
455	Filter Plenum (444 Plating Lab) Hepa-for 444 Zone 2		Yes	
457	Cooling Tower - B447 - 400 Tons		Yes	
460	DOE (Administration)	Yes		
462	Cooling Tower B460		Yes	
515	Electrical Substation 515 - 5,000 KVA		Yes	
516	Electrical Substation 516 - 5,000 KVA		Yes	
517	Electrical Substation 517 - 10,000 KVA		Yes	
518	Electrical Substation 518 - 10,000 KVA		Yes	
519	Alarms System Storage (northwest of 566)		Yes	
520	Switchgear Building for 517/518		Yes	
528	Process Waste Pit (B559) Low Level Liquid			Yes
549	Alarm Systems Offices		Yes	
550	Guard Tower T-3	Yes		
551	General Warehouse and Contractor Shop		Yes	
T551A	Trailer - Contractor Offices	Yes		
552	Bottle Gas Storage Building		Yes	
553	Welding Shop & Offices		Yes	
554	Warehouse Storage & Shipping Dock		Yes	
556	Metal Cutting Building		Yes	
557	Guard Post	Yes		
559	Plutonium Analytical Lab			Yes
560	Cooling Tower - B559		Yes	
561	Filter Plenum - B559			Yes
562	Emergency Generator Building - B561		Yes	
563	Cooling Tower - B559		Yes	
564	Production Support Office		Yes	
566	DCI Alarms		Yes	

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Property Identifier	Property Name	Admin	Industrial	Nuclear
566A	Protective Clothing Decon Facility Plenum			Yes
566B	Carpenter Shop Shed		Yes	
T566C	Telecom Portable Facility (Personal Property)		Yes	
569	Crate Counter			Yes
570	Filter Plenum - B569			Yes
575	Switchgear Building for 515/516		Yes	
662	Storage (Plant Power)		Yes	
663	Storage and Shipping		Yes	
664	Waste Storage and Shipping		Yes	
T664A	Trailer (Offices)	Yes		
666	Storage			Yes
668	Drum Certification			Yes
679	Substation - Replaces 555/558		Yes	
680	Substation - Replaces 555/558		Yes	
681	Switchgear Building for 679/680		Yes	
T690N	Trailer - Administration	Yes		
701	Research/Chem Analytical Lab/Microwave		Yes	
702	Pump House - Tower 712		Yes	
703	Pump House - Cooling Tower 713		Yes	
705	Coatings Lab		Yes	
706	779 Closure Project		Yes	
T706A	Trailer (Offices)	Yes		
707	Plutonium Ops Manufacturing			Yes
707S	Oil Storage Shed		Yes	
T707B	Trailer (Offices)	Yes		
708	Compressor Building		Yes	
709	Cooling Tower - B707 - 4000 Tons (out of service)		Yes	
709A	Emergency Diesel Pump (out of service)		Yes	
710	Steam Valve House		Yes	
711	Cooling Tower B707		Yes	
711A	Emergency Diesel Pump - 711 Tower		Yes	
712	Cooling Tower for B776/777/779A		Yes	
712A	Propane Mix Shed		Yes	
713	Cooling Tower for B776/777/779A		Yes	
713A	Valve Pit (east of 713)		Yes	
714	Hydrofluoric (HF) Storage		Yes	

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Property Identifier	Property Name	Admin	Industrial	Nuclear
714A	Hydrofluoric (HF) Storage		Yes	
714B	Emergency Breathing Air B771		Yes	
715	Emergency Generator #1 B771/774		Yes	
716	Emergency Generator #2 B771/774		Yes	
717	Magnehelic Gauge Building/Sampling Shed		Yes	
718	Pump House - Cooling Tower 711		Yes	
727	Emergency Generator - B782		Yes	
728	Process Waste Pit - B771			Yes
729	Filter Plenum & Emergency Generator B779 (Zone 1)		Yes	
730	Process Waste Pit - B 776			Yes
731	Process Waste Pit B707 Plenum Deluge			Yes
732	Laundry Waste Pit - B778			Yes
750	Support Facility/Cafeteria/Offices	Yes		
750 Pad	Pondcrete Storage (Tents - Numbers 2, 3, 4, 5, 6 and 12)		Yes	
T750A	Trailer - Training	Yes		
T750B	Trailer - Training	Yes		
T750C	Trailer (Offices) Purchased 30 Sept 98	Yes		
T750D	Trailer (Offices)	Yes		
T750F	Trailer - Locker Room/Shower	Yes		
T750G	Trailer - Break Room	Yes		
750P	Propane Tank Farm		Yes	
T760A	Trailer - Lockers/Showers - Pondcrete	Yes		
760B	Carpool Shelter/Bus Stop (west of T760A)	Yes		
761	Guard Tower	Yes		
762	Guard Post Portal 1 (Central and 9th)	Yes		
762A	Personnel Access Control 707 (PACS 1)	Yes		
763	South Breezeway (Portal 1 to 750)	Yes		
764	PIDAS Support		Yes	
765	Secondary Alarm		Yes	
765-A	Radio Tower (north of 765)		Yes	
765A	Emergency Pump Building		Yes	
770	774 Maintenance/771 War Room		Yes	
770B	Carpenter Shop		Yes	
771	Plutonium Recovery Facility			Yes
T771A	Trailer (Offices) - Modular Building	Yes		
T771B	Trailer (Offices)	Yes		

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Property Identifier	Property Name	Admin	Industrial	Nuclear
771C	Nuclear Waste Packaging - Drum Counting			Yes
T771C	Showers/Lockers	Yes		
T771D	Trailer (Offices)	Yes		
T771E	Trailer (Offices)	Yes		
T771F	Trailer (Offices)	Yes		
T771G	Trailer - Showers/Lockers	Yes		
T771H	Trailer (Offices) Purchased 30 Sept 98	Yes		
T771J	Trailer (Offices)	Yes		
T771K	Trailer (Offices)	Yes		
T771L	Trailer - Rest Rooms	Yes		
772	HF Acid Storage		Yes	
772A	Acid Storage (southeast of B771)	Yes		
773	Incident Command Center		Yes	
774	Liquid Waste Treatment Plant - 771 Plutonium Ops		Yes	
774A	Waste Treatment Plant RCA Tank (NW of 774T)		Yes	
774B	Waste Treatment Plant Non RCA (NW of 774T)		Yes	
775	Sewage Lift Station		Yes	
776	Manufacturing and Utilities Low Level and TRU Solid	Yes		Yes
777	Assembly Building Plutonium Manufacturing Ops			Yes
778	Service/Contaminated Clothing Laundry			Yes
779	Plutonium Process Development Building			Yes
T779A	Trailer Administration	Yes		
780	Flammable Storage		Yes	
780A	Metal Storage		Yes	
780B	Electrical Maintenance Storage		Yes	
781	Compressor Building - 777 (Helium Pumps)		Yes	
782	Filter Plenum B779 (Zone 2) HEPA Filters		Yes	
783	Pump House Tower Water - Building 779		Yes	
784	Cooling Tower - Standby B779		Yes	
785	Cooling Tower - Process Water		Yes	
786	Cooling Tower - West Chiller B779		Yes	
787	Cooling Tower - East Chiller B779		Yes	
788	Cementation Process Building - Ponds 207		Yes	
T788A	Trailer - Breakroom	Yes		
790	Radiation Calibration Labs			Yes
792	Guard Post Portal 3 (north of 771)	Yes		

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Property Identifier	Property Name	Admin	Industrial	Nuclear
792A	Personnel Access Control 771 (PACS 3)	Yes		
827	Emergency Generator B865/875/883/886		Yes	
828	Process Waste Pit B886 Low Level Inactive			Yes
830	Storage / Isolated Power Supply		Yes	
850	Logistics/Office Space/Cafeteria		Yes	
863	Electrical Transformer - Switchgear		Yes	
864	Guard Union Office (former Guard Post)	Yes		
865	Materials and Process Development Lab		Yes	
865A	Utilities Maintenance Carpenter Shop		Yes	
866	Process Waste Transfer B865		Yes	
867	Filter Plenum (west of B865) Zone 1		Yes	
868	Filter Plenum (east of B865) Zone 2		Yes	
869	Gas Meter House - PSCO Natural Gas Reducer		Yes	
875	Filter Plenum B886 Zone 1		Yes	
879	Filter Plenum B883 Zone 1		Yes	
880	Storage		Yes	
T880C	Telecom Portable Facility (Personal Property)		Yes	
881	Manufacturing and General Support Building	Yes		
881-Hill	881 Hillside OU-1			Yes
T881A	Administration	Yes		
T881B	Trailer (Offices) (Vacated Oct 95)	Yes		
881C	Cooling Tower B881 - 900 Tons		Yes	
881F	Filter Plenum (881 roof) Zone 1		Yes	
881G	Emergency Generator B881		Yes	
881H	Electrical Equipment (New building)		Yes	
883	Uranium Rolling and Forming Facility			Yes
883C	Cooling Tower B883 - 4,000 Tons		Yes	
T883A	Trailer (Offices)	Yes		
T883B	Trailer (Offices)	Yes		
T883C	Trailer (Offices)	Yes		
T883D	Trailer - Rest Rooms	Yes		
884	Warehouse - Low Level Waste RCRA Unit 13		Yes	
885	Storage (paint/oils)		Yes	
886	Nuclear Safety Criticality Lab			Yes
T886A	Trailer (Offices)	Yes		
T886B	Trailer (Offices)	Yes		

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Property Identifier	Property Name	Admin	Industrial	Nuclear
T886C	Trailer (Offices)	Yes		
T886D	Modular Analytical Lab Thermo NuTech		Yes	
887	Sewage & Process Waste Lift Station		Yes	
888	Guard Post	Yes		
888A	Electrical Transformer, 1500kva, 3ph (SW of B888)		Yes	
890	Cooling Tower Pump House - 881, 883		Yes	
890 Pad	Cooling Tower Equipment Storage		Yes	
891	Ground Water Treatment Facility OU-1		Yes	
T-200	Hazardous Waste Untreated Water Storage Tank		Yes	
T-201	Influent Tank OU-1 (15,995 gal)		Yes	
T-202	Ion Exchange Water Tank OU-1 (15,995 gal)		Yes	
T-203	Influent Equalization Tank OU-1 (15,995 gal), Tank 253		Yes	
T-204	Clean Water Tank OU-1 (15,995 gal), Tank 207		Yes	
T-205	CWTF Water Tank OU-1 (891 - 159,000 gal), Tank 322, NDT 928		Yes	
T-206	CWTF Water Tank OU-1 (891 - 159,000 gal), Tank 321, NDT 927		Yes	
T-207	CWTF Water Tank OU-1 (891 - 159,000 gal), Tank 320, NDT 929		Yes	
T891B	Trailer (Offices)	Yes		
T891C	Trailer (Offices)	Yes		
T891D	Trailer (Offices)	Yes		
T891E	Trailer (Offices)	Yes		
T891F	Trailer (Offices)	Yes		
T891G	Trailer (Offices)	Yes		
T891O	Trailer (Offices)	Yes		
T891P	Trailer (Offices)	Yes		
T891Q	Trailer (Offices)	Yes		
T891R	Trailer (Offices)	Yes		
T891V	Trailer (Offices) (was originally T690J)	Yes		
T893A	Trailer	Yes		
T893B	Trailer	Yes		
T900A	Trailer - OU-2 Office Trailer/Surface Water Treatment	Yes		
T900B	Trailer - OU-2 Office Trailer/Surface Water Treatment	Yes		
T900C	Trailer - OU-2 Office Trailer/Surface Water Treatment	Yes		
T900D	Trailer - OU-2 Office Trailer/Surface Water Treatment	Yes		
901	Guard Tower	Yes		

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Property Identifier	Property Name	Admin	Industrial	Nuclear
902 Pad	Sludge Waste Storage Pad Tent 7		Yes	
903	Contamination Barrier - East and West Trenches		Yes	
903A	Main Decontamination Facility (MDF)		Yes	
903B	Decon Pad Sedimentation and Water Holding Tanks		Yes	
903 Pad	Radiological Pad Remediation OU-3		Yes	
T903A	Trailer - Laboratory Trailer	Yes		
904 Pad	Waste Storage Pad & Tents 8-11 - Low Level Mixed			Yes
T904A	Trailer - Foreman Office - Break Room - Pondcrete	Yes		
904P	Propane Tank Farm		Yes	
905 PAD	Field Ops Yard		Yes	
906	Central Waste Storage		Yes	
910	Solar Pond Evaporator Building		Yes	
920	Guard Post East Access	Yes		
928	Fire Water Pump House		Yes	
930	Effluent Monitor Station - Building 990		Yes	
931	Effluent Monitor Station - Building 995		Yes	
932	Effluent Monitor Station - Pond A-1		Yes	
933	Effluent Monitor Station - Indiana, Walnut Creek		Yes	
934	Effluent Monitor Station - Woman Creek		Yes	
944	Tent in Buffer Zone		Yes	
952	Isolated Toxic Gas Storage Unit 23		Yes	
960	Contractor Storage		Yes	
964	RCRA Unit 24 Low Level Hazardous Waste Drum Storage		Yes	
964G	Grounds South of Building 964		Yes	
966	PA Decontamination Pad (aka 964P)			Yes
971	Sludge Bed 1 Sewage Treatment Facility (B995)		Yes	
972	Sludge Bed 2 Sewage Treatment Facility (B995)		Yes	
973	Sludge Bed 3 Sewage Treatment Facility (B995)		Yes	
974	Sludge Dryer Sewage Treatment Facility (B995)		Yes	
T974A	Trailer - Sewage Treatment Facility	Yes		
984	Shipping Container Storage Facility		Yes	
985	Filter Plenum B996/997/999		Yes	
987	Storage Vault (WSI Plant Protection)		Yes	
988	Tertiary Treatment Pump House		Yes	
988A				
989	Emergency Generator B991		Yes	

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APPENDIX B

**Matrix of Nuclear, Industrial and Administrative
Facilities**

Property Identifier	Property Name	Admin	Industrial	Nuclear
990	Pre-Aeration Building		Yes	
990A	Waste Water Treatment		Yes	
991	Product Warehouse			Yes
992	Guard Post	Yes		
993	Security Storage Vault (WSI)			Yes
994	Effluent Measuring Station - Pond B4			Yes
995	Sewage Treatment Facility Low Level			Yes
996	Storage Vault - Building 991			Yes
997	Storage Vault - Building 991			Yes
998	Storage Vault - Building 991			Yes
999	Storage Vault - Building 991		Yes	Yes
PU & D	PU & D Storage Yard		Yes	
SWMS	Surface Water Measuring Stations		Yes	
SYPA	Storage Yards in PA		Yes	

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APPENDIX C
Instructions for Preparation of the Declaration of Excess Document

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Custodian Instructions: *Type or print legibly in ink, complete all applicable blocks and contact Property Management for review, approval and transportation instructions. Following Property Management approval, retain the Goldenrod (back) copy for your records.*

Document Number

Forms are pre-numbered. All document numbers are assigned and controlled by Property Management.

Custodian Information

Name, phone, address and signature of the custodian of the property.

Property Location

Physical location of the property to be excessed (Bldg./Room)

Request Date

Property Management Approval

Signature and date of the Property Management representative approving the request.

Property Control Number

If applicable.

Serial Number

If applicable.

Description/Manufacturer/Model No.

Noun name descriptor, manufacturer and model no. and any other descriptive information.

QTY

Quantity for each line item.

Unit of Issue

Each, Pound, Roll, Lot, Foot, Square Foot, etc.

Cond Code

1 - Unused- Good

2 - Unused - Fair

4 - Used - Good

X - Salvage (Value above its material content, but not economical to repair)

S - Scrap (No value above the basic material content)

Rad Release Approval

Free release certification or survey numbers applicable to release.

"High Risk" Review

To be completed by the-Classification Export Control Officer prior to off-site release.

ADP Review

CSSO certification that all ADP equipment has been reviewed and sanitized.

Hazardous Material Review

Certification by qualified hazardous material personnel of the presence or lack thereof of hazardous constituents.

Shaded Area

To be completed by Property Management personnel.

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APPENDIX D

Common Hazardous Materials

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- Acetone
- Acids
- Adhesives (containing a flammable liquid)
- Aerosols (corrosive, flammable, poisonous)
- Air, compressed
- Alcohols
- Ammonia
- Ammunition
- Antifreeze, Liquid
- Asbestos
- Pesticides
- Barium
- Batteries, electric storage (dry/wet)
- Beryllium
- Butane
- Charcoal
- Compressed Gasses
- Corrosive Liquids
- Cotton
- Disinfectants
- Dry ice
- Engines, internal combustion
- Ethers
- Fertilizers
- Fire Extinguishers (compressed gas)
- Flammable Compressed Gas
- Flammable Liquids
- Flammable Solids
- Flares
- Freon (refrigerators, air conditioners)
- Fuel
- Fuel Oil
- Hazardous Waste (liquid or solid)
- Insecticides
- Liquid Cleaning Compounds
- Lithium Batteries
- Lubricants
- Oxidizing materials
- Paint, lacquer, enamel, stain, shellac solutions, varnish, polish, liquid filler, liquid lacquer based.
- Paint drying/removing/reducing compounds
- Polychlorinated biphenyls (PCBs) - often found in electronic transformers and capacitors
- Petroleum products (including oils and lubricants)
- Printing Ink (flammable)
- Propane
- Radioactive Materials
- Regulated Medical Waste
- Turpentine
- Wood preservatives (liquid)
- Waste oil

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APPENDIX E

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Control Category Summary of Export Controlled and Proliferation Sensitive Property

CONTROL CATEGORY	ABBREVIATION	DEFINITION	REFERENCES	DISPOSITION
Export Controlled Item (Commerce Control List)	CCL	Property whose export is subject to licensing by the U. S. Department of Commerce.	(1) Personal Property Letter, DOE/HQ, 3 Feb 98. (2) 15CFR730, et al.	Dispositionable with proper Caveat ⁽¹⁾ , to U. S. citizens/corporations only.
Trigger List	TL	Nuclear material, equipment, and related technology as described in the IAEA Information Circular. All nuclear materials and facilities identified by the trigger list should be placed under effective physical protection to prevent unauthorized use and handling.	(1) Personal Property Letter, DOE/HQ, 3 Feb 98. (2) INFCIRC 254 Part 1.	Must be sent to an approved US Nuclear facility, or "demil" ⁽²⁾ . Requires DOE approval.
Dual Use	DU	Nuclear related material, equipment, and related technology as described in the IAEA Information Circular. Material, equipment, and related technology that could make a major contribution to a "nuclear explosive activity" or an "unsafeguarded nuclear fuel-cycle activity".	(1) Personal Property Letter, DOE/HQ, 3 Feb 98. (2) INFCIRC 254 part 2.	Dispositionable with proper Caveat ⁽¹⁾ .
Weapon Components (Classified)	WC (C)	Parts of whole War Reserve (WR) nuclear weapons, or of joint-test assemblies, trainers, or test devices, including associated testing, tooling and gauging, maintenance, and handling equipment, or simulate such parts, that have been adjudged as classified.	(1) Personal Property Letter, DOE/HQ, 3 Feb 98. (2) 10CFR 810	Must be sent to an approved US Nuclear facility, or "demil" ⁽²⁾ , as determined by the Atomic Energy Act of 1954 as amended. Requires DOE approval.
Weapon Components (Unclassified)	WC (U)	Same as above "WC (C)", except those items that are unclassified.	(1) Personal Property Letter, DOE/HQ, 3 Feb 98. (2) 10CFR 810	Must be "demil" ⁽²⁾ . May be sold as scrap with certified destruction.
International Traffic in Arms Regulations	ITAR	Articles, services, and related technical data designated as defense articles and defense services by the Arms Export Control Act (security related equipment and hardware.)	(1) Personal Property Letter, DOE/HQ, 3 Feb 98.	Must be sent to a US government agency or "demil" ⁽²⁾ . Requires DOE approval.
No License Required (Not Controlled)	NLR	Item has no High Risk Export Controls and may be freely disposed of.		No restrictions on sale or disposal. ⁽¹⁾

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APPENDIX E

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Control Category Summary of Export Controlled and Proliferation Sensitive Property

NOTES:

(1) The following Export Restriction Notice, or an equivalent notice from the Site's or financial assistance recipient organization's property management system, **SHALL** be included in all property dispositions:

"The use, disposition, export and re-export of this property are subject to all applicable U.S. laws and regulations, including the Atomic Energy act of 1954, as amended; the Arms Export Control Act (22 USC 2751 et seq.); the Export Administration Act of 1979 (560 USC Append 2401 et seq.); Assistance to Foreign Atomic Energy Activities (10 CFR Part 810); Export and Import of Nuclear equipment and Material (10 CFR 110); International Traffic in Arms regulations (22 CFR 120 et seq.); Export Administration Regulations (15 CFR 730 et seq.); Foreign Assets Control regulations (31 CFR 500 et seq.); and the Espionage Act (37 USC 791 et seq.) which among other things, prohibit:

- a) The making of false statements and concealment of any material information regarding the use or disposition, export or re-export of the property, and;
- b) Any use or disposition, export or re-export of the property which is not authorized in accordance with the provisions of this agreement. This agreement **SHALL** be placed in effect and become binding upon signatures of both parties.

(2) "Demil" or Demilitarized, means destruction of an item so as to render it useless and/or unrecognizable for its originally intended purpose. "Demil" requirements on a per-category basis are detailed in the Defense Demilitarization Manual, DOD 4160.21-M-1 (Ref: Personal Property Letter, DOE/HQ, 3 Feb 98.)

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APPENDIX E

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Property Exempt From ECI/Proliferation Review

Air compressors *	Office supplies (not computers)
Audio/visual equipment (VCRs, camcorders, overhead projectors, etc.)	Pagers
Automobile and heavy machinery, components, lubricants *	Paint and painting equipment *
Automobile repair equipment	Photographic equipment *
Bicycles, motorbikes *	Pipe (carbon steel, plastic, aluminum, but not stainless steel)
Boats *	Plumbing, domestic type equipment and materials
Cafeteria supplies and equipment	Portable air compressors *
Building materials (brick, cement, rebar, wood, window glass, etc.)	Portable construction hand tools
Boxes (cardboard or wooden), bags (other than glove bags)	Power transmission components (transformers, breakers, heavy wire, poles, switch gear) *
Carpet	Safety equipment not labeled with radioactive markings
Cubicle components and walls (modular workstations)	Scales and balances
Clothing (other than marked with radioactive labeling)	Signs, light bulbs
Laboratory glassware (not leaded glass items)	Tires, wheels, bearings
Construction equipment	Valves not made of corrosion resistant materials
Conduit (electrical) *	Computers, desk and portable, older than three years old which have been sanitized from potential sensitive property **
Electrical fixtures, switches, junction boxes *	
Completely empty furniture, desks, cabinets, chairs and work benches	
Hardware (screws, nuts, bolts, etc.)	
Lawn or farm implements (mowers *, shovels, rakes, etc.)	
Medical equipment (not sophisticated laboratory equipment)	
Modular buildings (no equipment inside)	

Notes:

* May require hazardous material (HAZMAT) certification

** Requires CSSO certification

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APPENDIX F
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Sample Certificate of Cannibalization, Abandonment or Destruction

[Site Infrastructure Services Contractor Letterhead]

DATE:

TO: (Integrating Manager for Property Management)

FROM: (Site Infrastructure Services Property Manager)

SUBJECT: CERTIFICATE OF [CANNIBALIZATION] [ABANDONMENT]
[DESTRUCTION] # _____

This is to certify that the property identified in the attached Itemized Property List is recommended for [cannibalization][abandonment] [destruction] without public notice in accordance with 41 CFR 101-25.902.2 and 41 CFR 109-45.902.2. (Name of Site infrastructure services contractor) has determined that (select one or both of the following options, as applicable)

the value of the property is so little or the cost of its care and handling is so great that its retention for advertising for sale, even as scrap, is clearly not economical.

[abandonment] [destruction] is required because of health, safety or security reasons.

[cannibalization] is required because of the following reasons: [state the reasons]

Please confirm your authorization to [cannibalize] [abandon] [destroy] these items by signature below.

(signature)

(name) _____ Date
Site Infrastructure Services Property Manager

APPROVED/DISAPPROVED

(signature)

(name) _____ Date
Integrating Manager for Property Management

Attachment:
Itemized Property List

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Glossary of Terms

Abandonment of Property - Under special circumstances, surplus property may be abandoned or abandoned in place as a method of disposal. Abandonment is a last resort and normally is not used as a means of disposal unless all other attempts at normal disposal (i.e., transfer, donation, or sale) have been pursued unsuccessfully. Special approvals are required prior to abandonment of surplus property.

Activity - Organization eligible to receive SITE property.

Accountable Property - Government-owned property controlled for financial, security, or regulatory purposes, including capital plant and equipment, sensitive equipment, leased equipment, borrowed property, or property on loan to others.

Ancillary Items - An auxiliary item (i.e., motors for pumps and machine tools) which cannot operate without the basic unit of plant equipment.

B/L - Bill of Lading. The carrier's contract and receipt for freight by which he agrees to transport and deliver such freight as per the terms stated therein (RF-32280).

Building Baseline Budget - The budget developed by the Project Managers, in order to provide funding, for the D&D costs of their respective buildings.

Cannibalize - To take apart or dismantle an inoperative property item to use its components as spare parts to maintain another property item which is still in service.

Classified - Containing information withheld from general circulation for reasons of national security.

Cognizance - Having surveillance over the right and power to hear and decide controversies.

Condition Code - A symbol, one alpha-one numeric, which signifies the physical operational condition of property

Contaminated Property - Property exposed to chemicals or radioactivity which has become contaminated by the chemicals or radioactivity. Contaminated property should not be commingled with property which is not contaminated.

Contract - An agreement, enforceable by law, between two or more competent parties to do or not to do something, not prohibited by law, for legal consideration which includes an offer and acceptance.

Deactivation and Decommission - Removal of buildings and facilities from active status and service.

Declaration of Excess - The form utilized to document all property regardless of value or disposition path that is declared excess to the needs of the Site (RFP F4420)

Declared Excess - Personal property that has been identified as no longer needed on SITE.

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Depreciation - The expiration or consumption, in whole or part, of the service life, capacity, or utility of plant facilities and equipment, resulting from such factors as wear and tear, decay, elements, and obsolescence.

Destruction of Property - Under special circumstances, surplus property may be destroyed as a method of disposal. A property item may be destroyed during a test such as a drop test. Destruction of property may also be required because of health, safety, or security considerations, or if it has no conventional value or the expense of continued storage will likely be more than the expected sales proceeds. Special approvals are required prior to the actual destruction of surplus property.

Disposition - The actions necessary to physically transfer property from one's accountability.

Document - An original or official paper relied on as the basis, proof, or support of something: a writing conveying information.

Economic Disposal Plan - A process to determine whether it will cost more to dispose of property as unneeded, excess, and surplus or as waste and scrap. Based on whether the recoverable property value is sufficient enough to justify the disposition costs.

Energy Asset Disposal System (EADS) - A DOE database of excess personal property to be used for property screening and reporting. Information regarding REAPS reporting and screening procedures are provided in instructions and directives issued by DOE Headquarters.

Equipment - Any item of personal property having a unit acquisition cost of \$5,000 or more and having the potential for maintaining its integrity (i.e., not expendable due to use) as an item.

Excess Property - Personal property assigned to a Site Contractor that is not needed to complete performance of the contract. The term includes all types of property acquired by the contractor, its subcontractors, and any other property furnished or otherwise made available by the Government for performance of the contract.

Facilities - Industrial property (other than material, special tooling, and special test equipment) for production, maintenance, research, development, or testing. It includes real property (buildings, structures, improvements, and the rights therein) and plant equipment.

Fair Market Value - Determine the current market value using various methods.

Federal Supply Classification Code (FSC) - A Federal identification code used to classify or categorize specific commodity groups for all property within the Federal Government supply system. This identification number is required on reports of excess Government personal property.

Freeze - To reserve or place a hold on excess property to obtain first rights to the property.

Freight Delivery Receipt - The carrier's invoice for transporting goods. This may be a Bill of Lading, Manifest, or Air way Bill, etc.

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Government Property - Any kind of property (except real or related) which is government owned, chartered, rented, or leased from commercial sources by and in the custody of DOE or its designated contractors. Includes high-risk, nuclear proliferation, radioactively contaminated property and sensitive property.

Government-Furnished Property (GFP) - Government property in the possession of, or acquired directly by the Government, and subsequently delivered to or otherwise made available to the contractor for use on a contract.

Hazardous Material - A substance or material, including a hazardous substance, which has been determined by the Secretary of Transportation to be capable of posing an unreasonable risk to health, safety and property when transported, and which has been so designated in 49 CFR, Section 172.101, or the appendix to 172.101, or subpart to the Hazardous Waste Manifest Requirements of the U.S. EPA specified in 40 CFR Part 262. This is an all-inclusive term which covers radioactive and other hazardous materials, hazardous substances, and hazardous waste that is subject to EPA requirements, 40 CFR Part 261. Hazardous materials are divided into a number of classes according to the nature of the potential danger. The definition and determination for each class is listed in 49 CFR Part 173. For purposes of transportation, these are the only applicable definitions.

High Risk Property - Property which, because of its potential impact on public health and safety, the environment, national security interests, or proliferation concerns, must be controlled and disposed of in other than the routine manner. The categories of High Risk personal property are:

- Automatic data processing equipment. To the extent that such equipment is used to process classified information, unclassified controlled nuclear information or export controlled information, this category of High Risk property includes any equipment or interconnected system or subsystems of equipment that is used in the automatic acquisition, storage, manipulation, movement, control, display, switching, interchange, transmission or reception of data or information.
- Especially designed or prepared property. Equipment, materials, and technology designed or prepared especially for use in the nuclear fuel cycle and described in the International Atomic Energy Agency Information Circular (INFCIRC) 254 Part 1, the Nuclear Suppliers Group Trigger List.
- Export controlled information. Unclassified U.S. Government information under DOE cognizance that, if proposed for export by the private sector, would require a Department of Commerce or Department of State validated license or a DOE authorization, and which, if given uncontrolled release, could reasonably be expected to adversely affect U.S. national security or nuclear nonproliferation objectives.
- Export controlled property. Property the export of which is subject to licensing by the U.S. Department of Commerce, the U.S. Department of State, the U.S. Nuclear Regulatory Commission, or authorization by the U.S. Department of Energy.

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- **Hazardous property.** Any personal property, including scrap or waste but excluding property involving a radiological hazard, that is ignitable, corrosive, reactive, or toxic because of its quantity, concentration, or physical, chemical, or infectious characteristics, or that is deemed a hazardous material, chemical substance or mixture, or hazardous waste under the Hazardous Material Transportation Act, the Resource Conservation and Recovery Act, or the Toxic Substance Control Act. Such property may be in solid, liquid, semi-liquid, or contained gas form and may cause or significantly contribute to an increase in mortality or illness, or pose present or potential hazard to human health or the environment when improperly used, treated, stored, transported, disposed of, or mismanaged.
- **Nuclear weapon components or weapon-like components.** Parts of whole war reserve nuclear weapon systems, joint test assemblies, trainers, or test devices, including associated testing, maintenance, and handling equipment; or items that simulate such parts.
- **Proliferation sensitive property.** Nuclear-related or dual-use equipment, material or technology as described in the Nuclear Suppliers Group Trigger List and Dual-Use List, or equipment, material or technology used in the research, design, development, testing, or production of nuclear or other weapons.
- **Radioactive property.** Any item or material that is contaminated with radioactivity and which emits ionizing radiation in excess of background radiation as measured by appropriate instrumentation.
- **Special nuclear material.** Plutonium, uranium 233, uranium enriched in the isotope 233 or 235, any other materials which the Nuclear Regulatory Commission pursuant to the Atomic Energy Act of 1954, as amended, determines to be special nuclear material, or any material artificially enriched by any of the foregoing, but does not include source material.
- **Unclassified controlled nuclear information.** U.S. Government information pertaining to atomic energy defense activities as defined in section 148 of the Atomic Energy Act. Such information can relate to aspects of nuclear weapons design, development, testing, physical security, production, or utilization facilities.

Individual Accountability -To officially appoint, in writing, an individual employee who is responsible for the proper care and use of sensitive property in their performance of official work for the United States Government; and has the obligation to know, and be able to verify, the physical location of Government Sensitive Property items assigned to their custody.

Inventory - The amount of property on hand at any given time.

Job Order Number - A special charge number to separate the removal costs of items with potential fair market value of \$100.

Life Cycle Costs - Cradle-to-grave costs of property.

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Material - Property which may be incorporated into or attached to an end -item to be delivered under the contract or which may be consumed in the performance of the contract. It includes, but is not limited to, raw and processed material, parts, components, assemblies, and small tools and supplies.

Movement - The act of relocation or transferring property from one location to another. Generally viewed as a change from one location to another.

Non-Nuclear Reconfiguration - Reuse of weapons equipment at approved DOE facilities.

Nonreportable Excess Property - Any Government property which is not reportable excess property. Non-reportable excess property is not required to be formally circulated within DOE.

On-Site - That location considered the parent for the conditions under discussion.

Personal Property - Property composed of materials of any nature, except real property, (i.e., equipment, machinery, tools, devices, and furnishings of any type or composition).

Physical Inventory - The sighting, tagging or marking, describing, recording and reporting the property concerned and reconciling the property recorded and reported with the property records.

Property Equipment Management System (PEMS) - The database used on Site to track Government property.

Physical Inventory - The act of physically inventorying an item.

Plant Equipment - Personal property of a capital nature (consisting of equipment, machine tools, test equipment, furniture, vehicles, accessory and auxiliary items, but excluding special tooling and special test equipment) used or capable of use in the manufacture of supplies or in the performance of services or for any administrative or general plant purpose.

Procedures - A series of steps to be followed in a regular order, which may be written, verbal, formal, or informal.

Procurement - To acquire or to make available. That function responsible to buy or make available material/equipment/tooling.

Property Control Number - Accountable property items and Administratively Controlled Equipment items are assigned a unique RFETS property control number which identifies the individual property item in the property records. The property control number is an eight-digit number with a two-digit subnumber (i.e., 00000000-00).

Property Custodian - The individual(s) in a Designated Contractor's organization who has been assigned the responsibility for arranging for periodic maintenance, inspection, and repairs as necessary and for maintaining location and utilization data on government property assigned to the Designated Contractor.

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Property Record - Any designated document, such as a property file listing supported by such documents or a database file system that provides the following data used to identify and manage the property: nomenclature, model number, serial number, receipts, issues, physical inventories data, location, unit, cumulative process, shipment, transfer, disposition, or any other data which affects the quantitative, qualitative, and financial status of Government and Contractor-acquired property.

Property Tag - The property tags are used to identify accountable property which is controlled with an RFETS property control number. The tag has "US DOE - Rocky Flats Plant Property Control Number" on the tag. The property control number is indicated on the property tag with both a bar-code symbol and Arabic numbers.

Public Body - Any State, Territory, or Possession of the U.S. including cities and counties thereof. The term also includes any Federal, State, County, or City agency.

Reportable Property - That property which must be reported for the purposes of screening. Also that value subject to reporting on certain dollar value forms.

Reportable Excess Property - Any line item of excess Government personal property with a total acquisition cost of \$5,000 (\$500 for furniture (FSC Group 71) or more which meets the General Services Administration (GSA) reporting requirements of condition code criteria per Federal Supply Class (FSC) code. Reportable excess property is required to be formally circularized within DOE and DOE contractors and reported to GSA.

Responsibility Code - Each individual designated as a Property Custodian is assigned a responsibility code number. The responsibility code is a unique three-digit number which identifies each organization's property records, the bar code on the back of the Custodian's badge is scanned at the time of the inventory. This marks the records for each custodian. These will be the only records that custodian can update.

Salvage - Personal property that is worn, damaged, deteriorated, or incomplete, or is of such specialized nature that it has no reasonable prospect of sale or cannot be used as serviceable property without major repairs or alterations. However, its value is greater than its scrap value.

Scrap - Personal property having no value beyond its basic material content.

Screening - To review compare property on hand against a known or anticipated requirement.

Screening Period - For reportable excess personal property the period begins on the date the plant clearance office receives acceptable inventory schedules and ends 90 days later (FAR 45.608). For Non-Reportable Excess Personal Property the period ends 30 days after receipt of acceptable inventory schedules.

Sensitive Items - Refers to property that, regardless of cost, is considered susceptible to being taken for personal use or can be readily converted to cash. Examples of property in this category include computer-related equipment, firearms, binoculars, cameras, and portable power hand tools.

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Shipment - Any off-site transportation of materials. Also, the freight which is received by a carrier on the same day from one shipper at one point of origin and delivered to one consignee at one destination.

Shipping Memo - A ten page internal form which is used to generate the information necessary to be able to complete a Bill of Lading. (RF-24320)

Sign-off - Signature of approval.

Spare Parts Inventory Management System (SIMS) - The database used on Site to track material.

Spare Equipment - Equipment held as replacement spares for equipment in current use in DOE SITE programs with the following exclusions: (a) equipment installed for emergency backup (for example, an emergency power facility, or an electric motor or pump, any of which is in place and electrically connected), and (b) equipment-like items properly classified as stores inventory.

Subcontract - A contract between a Buyer and a Seller in which a significant amount of supplies and/or services being obtained are eventually used in a government prime contract.

Surplus, Disposal of - The disposition of Government personal property through donation, sale destruction or abandonment after completion of excess property screening by DOE and other Federal activities.

Surplus Property - Personal property that is excess to Designated Contractor's needs for any contract and determined not to be required by any Federal Government agency.

Surplus Release Date - A pre-determined date on which Federal utilization screening of excess personal property is terminated. The date signifies the transition of property from excess to surplus status.

Suspected High-risk Property - Items that are thought to be of high-risk.

Unaccounted-for After Inventory - A situation where an accountable property item's location and existence has not been confirmed during an inventory and subsequent reconciliation process. The unaccounted-for property may be retired to adjust the property records based on inventory results.

Unrestricted release - Release of property from anywhere within the Site boundaries without restriction or controls on future movement, disposal, or use in accordance with guidelines or requirements of 10 CFR 835 and, DOE Order 5400.5, Radiation Protection of the Public and the Environment. (Definition obtained from ROI 3.02 Radiological Requirements for Radioactive Material Transfer and Unrestricted Release).

Utilization - The occupation of an item of equipment in connection with setup and tear down, calibration, test, maintenance, repair, or performing its functional purpose to the extent that it cannot be used for another purpose.

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CHAPTER VI, VEHICLE CONTROL

1. OVERVIEW

This section provides direction for the control, administration, and management of Site Government vehicles and equipment as required by Federal and DOE acquisition regulations.

Requirements for transportation needs and equipment support are addressed in the Lead Property Management Contractor's (LPMC) Transportation Department who provides Vehicle Control procedures which implement requirements established in the Transportation Safety Manuals.

This section is intended to coordinate procurement, funding, and support. This section applies to all Site contractors and employees who use Government vehicles with the following exceptions:

- LPMC Central Fleet Management in the control and use of Safe Secure Trailers (SSTs).
- Use of Government off-site transportation resources for administrative support.

The intent of the Vehicle Control Program is to maximize the effective use of GSA and DOE vehicles and equipment by providing necessary services, support, and maintenance with a minimum number of vehicles. The GSA operates the Interagency Fleet Management System which provides Government-leased vehicles for use by DOE-RFFO and its contractors. The GSA provides vehicle and equipment contract purchase and leasing agreements to benefit Government agencies and coordinates with the Site POC in Central Fleet Management.

The number of motor vehicles is limited to serving programmatic needs based on budgetary objectives and other criteria. When motor vehicles are removed from service at or prior to replacement, DOE disposal and replacement requirements are followed.

2. REQUIREMENTS

2.1 GSA Requirements

End Users SHALL:

- Annually justify GSA vehicle usage based upon mileage and mission requirements and submit justification to Central Fleet Management.

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2.1 GSA Requirements (continued)

- Be responsible for vehicle funding and ensure that vehicles are kept in a safe and serviceable condition.
- Submit vehicles to Central Fleet Management for scheduled service and repair according to GSA requirements.
- Submit a written accident report to the Central Fleet Management within one working day of occurrence for any accident and/or damage to the vehicle.
- Use the issued fuel key to obtain fuel from the Site fuel station and provide the current odometer reading at the time of refueling.
- If a vehicle requires off-site refueling or is an alternate fuel vehicle, submit a monthly odometer reading for that vehicle to the Central Fleet Management.

LPMC Central Fleet Management SHALL:

- Approve requests for motor pool dispatches.
- Review annual vehicle justifications and submit recommendations for retention or deletion of vehicle to prime contractor.
- Perform all required maintenance, as specified by GSA, or send the vehicle to the GSA designated maintenance facility for repair.
- Receive accident reports from End Users and submit accident reports to GSA for disposition.
- Submit monthly odometer reports for all GSA vehicles to GSA.
- Serve as the single POC between the Site and GSA for all actions involving GSA vehicles.
- Submit monthly fuel usage report for each vehicle to GSA for reimbursement by GSA to prime contractor, Transportation.

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2.1 GSA Requirements (continued)

- Submit a monthly maintenance report on listing parts and labor for GSA vehicles that have been repaired. The GSA will reimburse the Transportation Department for repairs.
- Submit other reports to GSA, as required.

2.2 DOE Owned Vehicle And Equipment Requirements

Procurement SHALL:

- Review PRs for vehicles and equipment.
- Coordinate with the Central Fleet Manager when placing orders for vehicles, internal-combustion-powered equipment or towed vehicles.
- If a vehicle or equipment requisition has the necessary approvals, the appropriate purchase is made in accordance with the approved procurement system.

Central Fleet Management SHALL:

- Review PRs for all new vehicles, equipment, internal-combustion-powered equipment, and towed vehicles.
- Schedule required routine maintenance for vehicles and equipment as specified by manufacturer's manuals.
- Coordinate all off-site repairs for vehicles and equipment, as requested by the vehicle or equipment end user.
- Process the accident report(s) in accordance with applicable requirements when submitted by an end user.

End Users SHALL:

- Be responsible for keeping the vehicles or equipment in a safe and serviceable condition.
- Provide vehicle or equipment to Central Fleet Management for routine maintenance and repairs.

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2.2 DOE Owned Vehicle And Equipment Requirements (continued)

- Report to the Central Fleet Management all accidents and/or damage to the vehicle or equipment within one working day of occurrence.

2.3 DOE Leased Vehicle And Equipment Requirements

Leased equipment includes vehicles, internal-combustion-powered equipment and towed vehicles. Any maintenance support requirements for this equipment **SHALL** be identified to Central Fleet Management prior to the leasing of the equipment.

CHAPTER VII, PROPERTY CONTROL FOR SUBCONTRACTORS

1. OVERVIEW

This section establishes the minimum requirements for effective and efficient property administration of Site designated subcontractors and their employees (on-site or off-site) who are provided Government property (borrowed, loan, lease, or rent) in the performance of subcontract/task orders and/or purchase orders for the DOE.

Property control is the responsibility of all Site designated subcontractors who acquire Government property in the performance of their respective work for the DOE. This does not end until the Government relief of responsibility or contract expiration. The use of government property by a subcontractor **SHALL** be through a DOE approved contract. The contract will specify the type of government equipment to be provided to the subcontractor and the duration for which the property is provided to the subcontractor.

Property Management performs assessments of the subcontractors' compliance with established procedures/guidelines for managing government owned personal property in accordance with the Site Property Management Manual (PMM). Subcontractors will be required to use the established Site property management system for managing government property.

Subcontractors who possess or control Government property as defined in the PMM are to ensure that it is used only as authorized in the contract. The subcontractor who initiates a contract with a subcontractor in effect assumes the role of the GPA in its supervision of the subcontractor's management of Government property. All contracts **SHALL** contain the following contractor liability clause for Loss, Damage, or Destruction of Government Property and any subcontracts will contain a flow down clause.

“Property, This clause is intended to supplement those provisions related to Government property which appear in FAR 52.245-5 Government Property (Cost Reimbursement, Time-and-Material, or Labor-hour Contracts) All subcontractors including lower-tier subcontractors are required to utilize the site Property Management program, procedures and system for the control and reporting of all Government-furnished property or a subcontractor property system approved by the Contractor. Duplicate or redundant systems will not be created per FAR 52.245-1. Reports of Loss, suspected theft, Damage, or Destruction of Government Property will be submitted in accordance with Chapter IV, Part 4 of the Property Management Manual (PMM). All subcontracts must contain this flow down clause for Property Management.” (end of clause)

2. REQUIREMENTS

2.1 General

Property control is the responsibility of all Rocky Flats Environmental Technology Site (Site) designated contractor/subcontractors who acquire Government property in the performance of their respective work for the DOE.

The Rocky Flats Field Officer (RFFO) Contracting Officer (CO) directs audits of the property control system. All contractor/subcontractors are required to utilize the Site Property Management System or a subcontractor property system approved by the Contractor for the control of Government property.

Loss, Suspected Theft, Damage, or Destruction to Government Property **SHALL** be reported in accordance with Chapter IV of this Property Management Manual (PMM).

2.2 Oversight Contractor Requirements

The oversight contractor who has initiated contracts with other subcontractors must define the types and quantities of Government personal property to be provided to the subcontractor and the conditions for providing such property.

The oversight contractor **SHALL**:

- Prior to initiating a subcontract or expanding a current subcontract with a subcontractor that requires the use of government property, coordinate with Lead Property Management Contractor (LPMC), Property Management on the availability of on-site excess personal property before procuring new items.
- Ensure the subcontractor complies with all Site regulatory requirements for the management and disposal of government property.
- Ensure the subcontractor designates a property custodian for accountable property and identifies the custodian to LPMC Property Management.
- Ensure the subcontractor's property custodian is trained and has accepted all accountable property within 30 days of assignment.
- Ensure the subcontractor uses the Site property management system for managing assigned accountable property and uses all applicable Site property management directives.
- Ensure the subcontractor complies with the PMM chapter V in the disposal of excess government property.

2.2 Oversight Contractor Requirements (continued)

- Ensure the subcontractor complies with the requirements in PMM chapter 4, Part 4, on lost, suspected theft, damage, or destruction of government property.
- Conduct periodic assessments of the subcontractor's management of government property in accordance with the PMM chapter VIII and reports the results of the assessments to Property Management.
- Take action with the subcontractor to correct any deficiencies noted in the management of government property and report the actions to LPMC Property Management.
- Ensure any changes to the contract with the subcontractor that impacts the use of government property is coordinated with LPMC Property Management.
- Ensure that if the subcontractor initiates a contract with another subcontractor that approval is obtain from the oversight contractor regarding the use of government personal property.
- Ensure the subcontractor clearly marks and identifies items that are not government property.
- Ensure the subcontractor, upon termination of the contract, turns in all associated government property to LPMC Property Management, or accomplishes a joint inventory and transfer of property to the new subcontractor's property custodian within 30 days.

2.3 Subcontractor Requirements

- Identifies to Site Property Management a property custodian to manage, control, and account for accountable government property.
- Ensures property custodian is trained and has accepted all accountable property within 30 days of being assigned as the property custodian.
- Complies with the Site Property Management Manual and guidelines for managing, controlling, and accounting for government property.
- Uses the Site designated property management system for managing government property.
- Complies with the procedures in chapter V of the PMM for disposal of excess government property.
- Reports all incidents of lost, suspected theft, damage, or destruction of government property in accordance with Chapter 4, Part 4, of the PMM.

2.3 Subcontractor Requirements (continued)

- Conduct assessments in the management of government owned property to ensure compliance with established property management requirements in accordance with Chapter VIII of the PMM.
- Assists Property Management in coordinating and planning property management assessments, DOE audits or other evaluations as required by DOE, the oversight contractor or the Integrated Manager for Property Management.
- Assists Property Management in conducting DOE required property inventories.
- Conducts proper transfer of property account to include a joint inventory when a new custodian replaces the assigned custodian.
- Completes a wall to wall inventory upon termination of the contract with receiving subcontractor or turn-in of property to Property Management if no new subcontractor is assigned within 30 days.
- Ensures that any subcontract in which the subcontractor has a contract for services that involves the use of government personal property complies with Site regulatory requirements for managing, controlling, and accounting for government property. The subcontractor must obtain approval from the oversight contractor on the use of government property by a subordinate subcontractor.

2.4 LPMC Property Management Requirements

- Assist oversight contractors in identifying available excess personal property that could be used to support the oversight contractors requirements in support of a subcontract.
- Provide training to subcontractor designated property custodians for accountable property.
- Ensure the subcontractor is provided only the items authorized by the contract.
- Ensure the subcontractor is using Site approved documents and management systems for managing, controlling, and accounting for government property.
- Conduct assessments of subcontractors management, control, and accounting for government property.
- Assist the subcontractor in the turn-in or transfer of government property once the contract is terminated.

2.5 Subcontract Administrator Requirements

The subcontract administrator (SCA) **SHALL** assign appropriate Federal Acquisition Regulation (FAR) clauses in the contract. The Property Management Manual **SHALL** be cited as the Property Management System or a subcontract property system can be approved by the Contractor.

The SCA **SHALL** act as the Property Administrator (PA) unless the PA is appointed in writing by the Contracting Officer (CO)/Subcontract Administrator (SCA).

2.6 Control Of Government Property Requirements

The subcontractor **SHALL** use the Property Equipment Control System (PECS) for control of accountable property and **SHALL** comply with all the provisions of this manual. The non accountable property **SHALL** be inventoried at the contract close out.

The provisions of the PMM **SHALL** apply to all employees of the subcontractor.

2.7 Close Out Of Contracts Requirements

Close Out Documentation **SHALL** follow the inventory certifications(s) and/or GSA Standard Form (SF)-1426 through SF-1434 as required by FAR 45.606-5, Instructions for Preparing and Submitting Schedules of Contractor Inventory.

The subcontractor's property custodian **SHALL** clear all subcontractor personnel from PECS at the time of termination. If a property custodian is appointed in accordance with this Property Management Manual (PMM), the Lead Property Management Contractor, Property Management **SHALL** clear the property custodian at the time of termination.

2.8 Subcontractor Acquired Property

Property acquired by the subcontractor which is not Government property will be clearly marked or identified as company owned.

CHAPTER VIII, PERSONAL PROPERTY SELF-ASSESSMENT PROGRAM

1. OVERVIEW

Personal property management assessments will be conducted to evaluate compliance with established requirements for management, control, and accountability of personal property. Additionally, assessments will address the proper disposition of excess government personal property. Self-Assessments will focus on all functions involved in the management of personal property to include the designated subcontractor for property management and all subcontractors assigned government personal property. Self-Assessments serve as the means to improve performance in property management, implement more effective business practices in the management of personal property, validate the effectiveness of established property management documents, and to maintain the integrity of the Site property management system. This program **SHALL** be implemented in parallel with, and in compliance with requirements outlined in I-MAN-013-SIOM, Site Integrated Oversight Manual, and applicable implementing procedures addressing assessment activities.

The Self-Assessment program will consist of using both objective and statistical analysis to evaluate compliance. An overall assessment of rating will be assigned as follows: Fully Compliant (FC), Substantially Compliant (SC), Marginally Compliant (MC), or Not Compliant (NC).

The use of objective tools will involve the use of assessment checklists that focus on regulatory procedures and contract compliance. Appendix A provides samples of objective assessments checklists for conducting regulatory compliance. The use of statistical sampling will be the preferred method of conducting assessments in regards to physical inventory accuracy (floor to record or record to floor) or validating large numbers of personal property management records (manual or automated). The use of statistical sampling must provide for a 90% or higher confidence level that the results accurately represent the record accuracy of the total number of assigned personal property line items or transactions processed for a given period of time. Appendix B, provides the guidance for using the DOD Statistical Double Sampling Plan to assess inventory management or accuracy of personal property data files (manual or electronic). The DOD Statistical Double Sampling Plan involves validating the accuracy of all the elements associated with the items to be inventoried or records to be validated.

1. OVERVIEW (CONTINUED)

The Site Integrating Contractor for Property Management may approve the validation of Performance Measures involving the disposition of excess personal property that involves more than one site function to count towards an assessment. As a minimum one Self - Assessment will be conducted per quarter.

The Site Integrating Contractor for Property Management may approve requests for delay, postponement, or cancellation of a planned assessment if recently included in a DOE audit or inspection, or is planned for an upcoming audit or inspection. The primary focus of the self-assessment program will be to assess the effectiveness of the property disposal process in support of the site closure mission. In that regard the following key elements will be evaluated:

Disposal of excess personal property

- Identification and processing of excess personal property
- Disposal of personal property for facilities decommissioning & disposal projects
- High Risk review compliance
- Screening reutilization and disposal of excess property
- Personal property disposed through sales, grants, and donations
- Control and accountability transfer of excess property from the assigned organization to Property Management for disposal processing
- Accountability documentation and posting of records (manual or data systems records) on dispositioned property (reuse or disposed as low level waste)
- Disposal of excess property by on-site destruction or off site contract destruction or abandonment in-place.
- Proper retirement of property records in PEMS

Accountability and control of personal property

- Management of personal property accounts by property custodians
- Physical inventory accuracy of personal property assigned against the PEMS inventory data records

1. OVERVIEW (CONTINUED)

- Compliance with lost, damaged, or destroyed personal property reporting procedures
- Control and safeguarding of sensitive property by property custodians

2. REQUIREMENTS

NOTE *The Site conduct of management assessments and associated requirements for conducting assessment activities are found in 1-MAN-013-SIOM, Site Integrated Oversight Manual. Specific requirements relative to Property assessments are discussed below.*

Site Integrating Manager for Property Management SHALL:

- Provide Site wide guidance on conducting property management assessments.
- Develop a yearly by quarter schedule of planned property management assessments.
- Assess the effectiveness and adequacy of the Site designated subcontractor for Property Management program from conducting property management assessments on contractors that are assigned government property.
- Assess the effectiveness of Site contractors assigned government personal property in complying with Site regulatory and data systems requirements for managing, controlling, and accounting for personal property.
- Select the appropriate statistical sample size and parameters of personal property items or records to be validated during the assessment.
- Publish the assessment report and define the areas that are fully compliant (FC), substantially compliant (SC), marginally compliant (MC) or not compliant (NC). Provide explanation and recommended solutions to areas noted as MC or NC.
- Provide a copy of the assessment report to the participating organizations and ensure they respond on actions taken to correct noted deficiencies within 30 days of the date of the assessment report.
- Monitor deficiencies noted in assessment reports until all actions are completed, and conduct a follow-up validation to ensure that the actions implemented have corrected the noted deficiencies.

2. REQUIREMENTS (CONTINUED)

- Review the property assessment reports completed by Property Management.
- Resolve problems noted regarding established property management regulatory requirements that are cumbersome, ineffective, or do not enhance the management and disposal of government property.

Lead Property Management Contractor (LPMC), Property Management Department SHALL:

- Provide guidance to organizations assigned government personal property on conducting property management assessments.
- Develop property management assessment program for all property management functions in accordance with this PMM and identified requirements (SIOM).
- Develop a yearly by quarter schedule of planned property management assessments.
- Assess the effectiveness and adequacy of the internal functions that are involved in the management and disposal of government property.
- Assess the effectiveness of Site contractors assigned government personal property in complying with Site regulatory and data systems requirements for managing, controlling, and accounting for personal property.
- Select the appropriate statistical sample size and parameters of personal property items or records to be validated during the assessment.
- Review and approve the property custodian assessment plan.
- Assess the effectiveness of assessments conducted by property custodians.
- Publish the assessment report and define the areas that are fully compliant (FC), substantially compliant (SC), marginally compliant (MC) or not compliant (NC). Provide explanation and recommended solutions to areas noted as MC or NC.
- Provide a copy of the assessment report to the participating organizations and ensure they respond on actions taken to correct noted deficiencies within 30 days of the date of the assessment report.
- Monitor deficiencies noted in assessment reports until all actions are completed and conduct a follow-up validation to ensure that the actions implemented have corrected the noted deficiencies.

2. REQUIREMENTS (CONTINUED)

- Review the property assessment reports completed by property custodians and provide recommendations or comments to areas noted as MC or NC.
- Resolve problems noted regarding established property management regulatory procedures that are cumbersome, ineffective, or do not enhance the management and disposal of government property.
- Provide the Site Integrating Manager for Property Management a copy of property management assessment reports.
- Conduct periodic analysis of the results of property assessments reports and incorporate the lessons learned into the property custodian training program or discuss them at meetings held with Site property custodians.

Property Custodians SHALL:

- Assess the organization management and disposal of government property in compliance with Site requirements.
- Develop personal property management assessment plan and submit it to Site LPMC Property Management Department for approval. Appendix A provides samples of suggested personal property assessment checklists.
- Develop a yearly by quarter schedule of planned property management assessments and complete at least one property assessment per quarter.
- Assess the effectiveness of property end users in controlling and accounting for assigned personal property.
- Select the appropriate statistical sample size and parameters of personal property items or records to be validated during the assessment. Appendix B provides instructions on use of the DOD Statistical Double Sampling Plan.
- Publish the assessment report and define the areas that are fully compliant (FC), substantially compliant (SC), marginally compliant (MC) or not compliant (NC). Provide explanation and recommended solutions to areas noted as MC or NC.
- Provide a copy of the assessment report to the supervisor/department manager and LPMC Property Management Department.
- Monitor deficiencies noted in assessment reports until all actions are completed and conduct a follow-up validation to ensure that the actions implemented have corrected the noted deficiencies.

2. REQUIREMENTS (CONTINUED)

- Discuss the deficiencies noted during property assessments at staff meetings to educate personnel on proper control and accountability of government property.

Facility/Department Managers and Supervisors (Line Management) SHALL:

- Ensure property custodians have completed and submitted to Site LPMC Property Management Department the personal property management assessment plan that includes conducting at least one personal property management assessment once a quarter.
- Review the property management assessment report and take action to ensure deficiencies noted are corrected within 30 days of publishing the report.
- Assist the property custodian in monitoring corrective actions to deficiencies noted until all open action items are closed.
- Ensure a copy of the property management assessment report is provided to LPMC Property Management Department.
- Place assessments in yearly budget.

APPENDIX A

**SAMPLE SELF-ASSESSMENTS CHECKLISTS
 DISPOSAL OF EXCESS PERSONAL PROPERTY
 (Page 1 of 5)**

ROCKY FLATS ENVIRONMENTAL TECHNOLOGY SITE (SITE)	NUMBER:
PERSONAL PROPERTY MANAGEMENT ASSESSMENT CHECKLIST	0 1
FUNCTIONAL AREA: PROPERTY MANAGEMENT	
TOPIC: Disposition of Excess Personal Property	
APPLICABLE TO: RFCSS	
Reference(s): CFR 41,FPMR, CHAPTER 101, DOE PMR CHAPTER 109, PMM CHAPTER V	

CRITERIA

An effective and compliant program is in place for directing organizations assigned personal property in the disposition of excess personal property and in the processing, accounting, and screening of excess personal property received from organizations and disposed through sales, gifts, grants, or as Low Level Waste (LLW).

ITEM	AREA OF INTEREST	ASSESSMENT (Circle One)		
		Yes	No	N/A
	GENERAL			
01-1	Has the Property Management Manual (PMM) been reviewed and the necessary changes published to implement Chapter V procedures for the utilization and disposal of government property?	Yes	No	N/A
01-2	Have procedures to implement Chapter V procedures for the utilization and disposal of government property been developed and published?	Yes	No	N/A
01-3	Are property custodians trained on Chapter V procedures for the utilization and disposal of excess personal property IAW the Atomic Energy Act (AEA) as amended?	Yes	No	N/A
	Routine Disposal of Excess Personal Property	Yes	No	N/A
01-4	Are DE forms being reviewed and approved on excess personal property being turned in by account custodians to ensure the Unrestricted Release, High Risk, ADPE security, and Hazardous Materials reviews have been completed?	Yes	No	N/A
01-5	Is a copy of the DE form and Waste Travelers form obtained on items disposed as LLW?	Yes	No	N/A

APPENDIX A

**SAMPLE SELF-ASSESSMENTS CHECKLISTS
 DISPOSAL OF EXCESS PERSONAL PROPERTY
 (Page 2 of 5)**

01-6	Is the shipment of excess personal property being turned in inspected to ensure the appropriate documentation is completed and the shipment is properly prepared?	Yes	No	N/A
01-7	Has the account custodian provided the authorization for transportation movement of the excess personal property?	Yes	No	N/A
01-8	Is assistance provided to the account custodians in the disposition of excess personal property to include RAD service, disposal of items as LLW, and pick-up of items being turned in?	Yes	No	N/A
	Closure project (facilities D & D, facilities redeployment, special projects) disposal of excess personal property	Yes	No	N/A
01-9	Is project manager appointed to assist the closure Project Manager, Personal Property Project Manager (PPPM) and property custodians in the disposal of excess personal property associated with the closure project?	Yes	No	N/A
01-10	Has the PPPM been provided a PEMS listing of the accountable personal property and property custodians associated with the closure project?	Yes	No	N/A
01-11	Has the PPPM assisted in developing the closure project Property Disposition Schedule?	Yes	No	N/A
01-12	Is the EDP reviewed and approved for personal property associated with Nuclear Facilities valued at \$5,000.00 or more?	Yes	No	N/A
01-13	Has Property Management obtained from the PPPM a list of the personal property, DE forms, and Waste Travelers of items to be dispositioned for reuse through building 061 and as LLW?	Yes	No	N/A
01-14	Has Property Management reviewed the results of the physical inventory of accountable items conducted by the PPPM and updated the PEMS data records? (Items not located during the inventory should be processed as inventory adjustments unless loss is due to theft or willful destruction of property)	Yes	No	N/A
01-15	Are the DE forms reviewed and approved for the disposition of excess personal property? (The review should include validation of all required signatures for Unrestricted Release, High Risk, ADPE security and hazardous materials)	Yes	No	N/A
01-16	Are scrap activities associated with the closure project to check for tagged property items, including fixed property?	Yes	No	N/A
	RECEIVING EXCESS PERSONAL PROPERTY			
01-17	Are shipments of excess personal property inspected for completion of the DE form and compliance with safe handling procedures?	Yes	No	N/A
01-18	Is a storage location assigned to items received for disposition through building 061?	Yes	No	N/A
01-19	Is the DE form annotated with the storage location of the items?	Yes	No	N/A

APPENDIX A

**SAMPLE SELF-ASSESSMENTS CHECKLISTS
 DISPOSAL OF EXCESS PERSONAL PROPERTY
 (Page 3 of 5)**

01-20	Is the DE checked to identify and segregate items identified as High Risk, ECI/Proliferation before putting items in storage location?	Yes	No	N/A
01-21	Are procedures in-place for the disposition of excess personal property determined to be High Risk (ECI/Proliferation) non-releasable?	Yes	No	N/A
01-22	Are scrap turn-ins checked to ensure a DE form is completed and the items have no value above their basic material content?	Yes	No	N/A
01-23	Are the DE forms processed by document control for PEMS data update and transfer of account from account custodian?	Yes	No	N/A
01-24	Is a copy of the DE form returned to the losing property custodian after accepting the items in building 061?	Yes	No	N/A
01-25	Is the Federal Supply Classification (FSC) number assigned on items received?	Yes	No	N/A
01-26	Are items received that require additional radiological surveys, destruction/mutilation, sanitization, or waste determination separated and dispositioned?	Yes	No	N/A
	SCREENING OF EXCESS PERSONAL PROPERTY			
01-27	Are those items with an acquisition value of \$5,000.00 or more Condition Codes 1-4, that are free released screened for reuse?	Yes	No	N/A
01-28	Are personnel involved in the screening of excess personal property properly trained on the use of the FEDS/EDS system and the requirements for tracking property in the system: (1) Normal - 15 days, Flagged as Y or N, (2) High Risk - 15 Days, Flagged as Y, (3) Economic Development - 15 Days, Flagged as Y and (4) ERLE - 19 Days, Flagged as Y?	Yes	No	N/A
01-29	Is excess personal property exempt from screening that has an acquisition cost of \$5,000.00 or more in Condition Codes X (Salvage) or S (Scrap) and those items with an acquisition cost less then \$5,000.00 to include scrap metals?	Yes	No	N/A
01-30	Does Property Management clearly identify to potential screeners those items with High Risk consideration?	Yes	No	N/A
01-31	Is excess personal property being made available for site reuse until the property is advertised for sale?	Yes	No	N/A
01-32	Is excess personal property made available for screening by other DOE sites for 15 days using the EADS system?	Yes	No	N/A
01-33	Are excess radioactive or chemically contaminated tooling, machinery, or industry specific items made available for direct transfer between DOE Contaminated Areas?	Yes	No	N/A
01-34	Are DOE facilities/agencies requesting excess property provided the cost estimate for readiness and removal?	Yes	No	N/A
01-35	Is the Community Reuse Organization (CRO) provided a list of excess equipment authorized for economic development?	Yes	No	N/A

APPENDIX A

**SAMPLE SELF-ASSESSMENTS CHECKLISTS
 DISPOSAL OF EXCESS PERSONAL PROPERTY
 (Page 4 of 5)**

01-36	Are Energy Related Laboratory Equipment (ERLE) eligible institutions provided a list of authorized equipment through EADS?	Yes	No	N/A
01-37	Are ERLE designated items processed under the ERLE Grant Program, and is the requestor provided the cost to pack, crate, ship, and insure the property?	Yes	No	N/A
01-38	Are ADPE items and other approved items processed for SEEDS? (institutions eligible for ERLE Grants have priority over excess instruments and laboratory equipment)	Yes	No	N/A
01-39	Upon completion of 15 days DOE/EADS screening; are those items not selected by DOE or CRO entered into the GSA FEDS system?	Yes	No	N/A
01-40	Is property in Bldg. 061 awaiting FEDS/EADS screening tagged to prevent the sale of the property until the FEDS/EADS screening period has expired?	Yes	No	N/A
01-41	Is property in Bldg. 061 determined to be non-releasable tagged to prevent the release of the property for sale or donation?	Yes	No	N/A
01-42	Is GSA allowed screening of excess personal property for 21 days?	Yes	No	N/A
01-43	Are GSA agencies requesting excess property providing the SF122 (Transfer Order Excess Personal Property) form?	Yes	No	N/A
01-44	Are state agencies requesting property through GSA given 21 days to obtain property following GSA federal screening?	Yes	No	N/A
01-45	Are state agencies requesting property provided the cost estimate for shipment of the property?	Yes	No	N/A
01-46	Are eligible recipients of property providing approved transfer documents; Memoranda of Understanding, Loan, Gift, Grant Agreements to authorize transfer of property?	Yes	No	N/A
01-47	Are approved funds transfers or direct payment received from the customer for the cost of readiness, removal, packaging, and shipment?	Yes	No	N/A
01-48	Is documentation associated with the transfer of property reviewed to ensure:			
	a. Items being transferred are traceable to a DE form?	Yes	No	N/A
	b. The appropriate High Risk consideration has been completed?	Yes	No	N/A
	c. Any special instructions, notifications and warnings beyond the standard ECI/Proliferation disclaimers are provided in writing to the recipient?	Yes	No	N/A
01-49	Is the transmittal letter requesting approval to transfer the property to the requesting agency provided to the Prime Contractor	Yes	No	N/A

APPENDIX A

**SAMPLE SELF-ASSESSMENTS CHECKLISTS
 DISPOSAL OF EXCESS PERSONAL PROPERTY
 (Page 5 of 5)**

01-50	Are requests for the cannibalization of accountable personal property used for spare parts to repair in-use equipment approved by Property Management and is a DE form obtain for residue disposed as scrap or is a DE form and Waste Traveler obtained for items disposed as LLW?	Yes	No	N/A
01-51	Are requests for the abandonment/destruction of personal property submitted to the Prime Contractor for approval?	Yes	No	N/A
01-55	Are the PEMS records of items approved for abandonment/destruction based on the date of the certificate of abandonment/destruction available	Yes	No	N/A
01-53	Is a copy of the Waste Traveler for radiological abandoned property obtained?	Yes	No	N/A
01-54	Is excess personal property provided for sale through auctions, bid sale, and negotiated fixed price sales?	Yes	No	N/A
01-55	Are advanced notification of property sales provided to the Prime Contractor, DOE/RFFO, GSA, and CRO?	Yes	No	N/A
01-56	Is High Risk property designated for destruction, mutilation, or demilitarization only sold to approved buyers, and are the sales separately documented and witnessed?	Yes	No	N/A
01-57	Is the documentation of sales items sold reviewed as specified in item 01-48 above?	Yes	No	N/A
01-58	Is the Prime Contractor provided the letter of transmittal of items to sale for approval?	Yes	No	N/A
01-59	Are all revenue derived from sales or transfer is made payable to DOE?	Yes	No	N/A
01-60	Is the Prime Contractor provided the quarterly report of Asset Management Pilot Program (AMPP) activities?	Yes	No	N/A
01-61	Are the files of property disposition for reuse, LLW, abandonment, Destruction (Includes High Risk destruction items) to allow for tracing the disposition of the property through a Bill of Lading, Waste Traveler, SF-122 Memorandum of Understanding, auction sales records, certificate of abandonment, and destruction dispositioned? (A DE form should be filed with all items dispositioned through reuse, as LLW, abandonment/destruction, High Risk destruction, and SF-122)	Yes	No	N/A
01-62	Is the PEMS data on disposition items updated and are the records retired?	Yes	No	N/A

APPENDIX B

**SAMPLE SELF-ASSESSMENT CHECKLIST
 AUCTION OF EXCESS PERSONAL PROPERTY
 (Page 1 of 2)**

ROCKY FLATS ENVIRONMENTAL TECHNOLOGY SITE (RFETS) PERSONAL PROPERTY MANAGEMENT ASSESSMENT CHECKLIST	NUMBER: 0 2
FUNCTIONAL AREA: PROPERTY MANAGEMENT	
TOPIC: Excess Personal Property Auctions	
APPLICABLE TO: RFCSS	
Reference(s): CFR 41, FPMR Chapter 101, DOE PMR, PMM CHAPTER V	

CRITERIA
An effective and compliant program is in place for the sale of excess personal property through auctions

ITEM	AREA OF INTEREST	ASSESSMENT		
		Yes	No	N/A
	GENERAL			
02-1	Does Property Management provide for the sales of personal property through auctions?	Yes	No	N/A
02-2	Has Property Management identified the items scheduled for auction?	Yes	No	N/A
02-3	Have the items selected for auction sales been properly screened for RFETS, DOE, CRO, ERLE, SEEDS, and GSA reuse?	Yes	No	N/A
02-4	Has a validation of the property against the DE form been performed to inspect for Unrestricted Restricted release, High Risk, ADPE sanitization, and Hazardous Material approval?	Yes	No	N/A
02-5	Have any special instructions, notifications and warnings beyond the standard export control/nuclear proliferation disclaimer been noted in writing to be provided to the buyer?	Yes	No	N/A
02-6	Is advanced notification of property sales to K-H, DOE/RFFO, GSA, and CRO?	Yes	No	N/A
02-7	Has a list of the items selected for sale with the corresponding Lot Numbers been provided to K-H Property Management for review?	Yes	No	N/A
02-8	Is property control and escort provided to the attendees at the auction?	Yes	No	N/A
02-9	Is there an adequate system in-place to track the sales during the auction?	Yes	No	N/A
02-10	Is revenue derived from sales or transfer made payable to DOE?	Yes	No	N/A

APPENDIX B

**SAMPLE SELF-ASSESSMENT CHECKLIST
AUCTION OF EXCESS PERSONAL PROPERTY
(Page 2 of 2)**

02-11	Is a list of the items sold with the associated sale price along with a copy of the revenue check to DOE provided to the Prime Contractor, Property Management?	Yes	No	N/A
02-12	Is a reconciliation auction report provided to Prime Contractor, Property Management?	Yes	No	N/A
02-13	Does Property Management effectively manage the files of property disposition through auction sales and are the files able to allow for tracing the disposition of items sold at auction?	Yes	No	N/A
02-14	Does Property Management update the PEMS data of disposition items and are the records retired ?	Yes	No	N/A

APPENDIX C

**SAMPLE SELF-ASSESSMENT CHECKLIST
 HIGH RISK REVIEW OF EXCESS PERSONAL PROPERTY
 (Page 1 of 3)**

ROCKY FLATS ENVIRONMENTAL TECHNOLOGY SITE (RFETS) PERSONAL PROPERTY MANAGEMENT ASSESSMENT CHECKLIST	NUMBER: 03
FUNCTIONAL AREA: PROPERTY MANAGEMENT	
TOPIC: HIGH RISK REVIEW	
APPLICABLE TO: ALL FUNCTIONS DISPOSING PERSONAL PROPERTY	
Reference(s): CFR 41, DOE FPMR/PMR, PMM	

CRITERIA

An effective and compliant program is in place for conducting High Risk reviews for excess personal property placed in the disposition cycle for non DOE reuse

ITEM	AREA OF INTEREST	ASSESSMENT		
		Yes	No	N/A
	GENERAL			
03-1	Does High Risk Management include (1) Special Nuclear Materials, (2) Hazardous Materials and property that may contain hazardous constituents, (3) Radioactive or radiological contaminated material, (4) Computers and ADPE equipment, (5) Export Control or Proliferation sensitive property, (6) Export Control Information (Manuals, drawings, software, etc.), (7) Weapons, Ammunition, Ammunition components and items with defined military application, (8) Unclassified Controlled Nuclear Information, (9) Items deemed unsafe or dangerous, and (10) Nuclear Weapons Components or Weapon-Like Components?	Yes	No	N/A
	PROPERTY MANAGEMENT			
03-2	Are the requirements for High Risk/Potential High Risk Review incorporated in the PMM, Chapter V on disposal of excess personal property?	Yes	No	N/A
03-3	Has Property Management included the requirements for High Risk/Potential Risk management in the appropriate site property management directives?	Yes	No	N/A
03-4	Does the Property Management personal property custodian training include High Risk management?	Yes	No	N/A
03-5	Does Property Management, while conducting assessments or walkdown of personal property accounts or personal property to be turned in support of facilities D&D projects, etc.), identify High Risk/Suspected High Risk property?	Yes	No	N/A

APPENDIX C

**SAMPLE SELF-ASSESSMENT CHECKLIST
 HIGH RISK REVIEW OF EXCESS PERSONAL PROPERTY
 (Page 2 of 3)**

03-6	Has Property Management reviewed and approved the DE forms for the disposition of excess personal property? (The review should include validation of all required signatures for Unrestricted Release, High Risk, ADPE security and hazardous materials)	Yes	No	N/A
03-7	Does Property Management only offer High Risk/Suspected High Risk property identified as excess to other DOE site or approved Federal Agencies?	Yes	No	N/A
03-8	Does Property Management advise Site re-users of property identified as High Risk?	Yes	No	N/A
03-9	Is Property Management identifying during screening excess property identified as High Risk in the FEDS/EADS System and are the items coded with a (Y) with an excess release date of date entered plus 15 days?	Yes	No	N/A
03-10	Does Property Management check all property turned in for reuse by custodians to ensure the property has been identified on the DE form and that the High Risk review has been completed?	Yes	No	N/A
03-11	Is excess property turned into Property Management identified as High Risk segregated from other items for proper disposition?	Yes	No	N/A
03-12	Does Property Management have procedures in-place for the disposition of excess personal property determined to be High Risk non-releasable?	Yes	No	N/A
03-13	Prior to release of any excess personal property for sale, grants, or donations is High Risk review approval obtained from Prime Contractor Property Management?	Yes	No	N/A
03-14	Is Property Management ensuring High Risk property designated for destruction, mutilation, or demilitarization only sold to approve buyers are these sales separately documented and witnessed?	Yes	No	N/A
03-15	Is the authorized recipient of High Risk property provided the required special instructions, notifications and warnings beyond the standard ECI/Proliferation disclaimers?	Yes	No	N/A
03-16	Does Property Management record files of dispositioned High Risk items as auditable to allow for tracking of these items through the DE Form, certificate of destruction, sales documents with appropriate instructions, notifications, and warnings beyond the standard ECI/Proliferation disclaimers?	Yes	No	N/A
	PROPERTY MANAGERS/CUSTODIANS	Yes	No	N/A
03-17	Do Property Manager/custodians identify High Risk/Suspected High Risk items in their possession?	Yes	No	N/A

APPENDIX C

**SAMPLE SELF-ASSESSMENT CHECKLIST
HIGH RISK REVIEW OF EXCESS PERSONAL PROPERTY
(Page 3 of 3)**

03-18	Is excess personal property being turned into Property Management recorded on the DE Form and have the appropriate approval signatures been obtained for (Unrestricted Release, High Risk: ECI/Proliferation, Export Control, ADP security sanitization, and Certification of removal of Hazardous Materials)?	Yes	No	N/A

APPENDIX D

**SAMPLE SELF-ASSESSMENT CHECKLIST
 PRECIOUS METALS
 (Page 1 of 2)**

ROCKY FLATS ENVIRONMENTAL TECHNOLOGY SITE (RFETS) PERSONAL PROPERTY MANAGEMENT ASSESSMENT CHECKLIST	NUMBER: 04
FUNCTIONAL AREA: PROPERTY MANAGEMENT	
TOPIC: PRECIOUS METALS	
APPLICABLE TO: ORGANIZATIONS ASSIGNED PRECIOUS METALS	
REFERENCES: 41CFR, DOE PMR/FPME, PMM CHAPTER IV	

CRITERIA

An effective and compliant program is in place for managing, accounting, and disposition of Precious Metals (PMs). (NOTE: One of the Site closure project goals for FY99 is to disposition all excess PMs on site and only maintain small quantities for mission support which will be disposed of as LLW when no longer needed. This criteria should be reviewed in FY2000 to either eliminate or reduce the program management requirements.)

ITEM	AREA OF INTEREST	ASSESSMENT		
	GENERAL			
	PROPERTY MANAGEMENT (PRECIOUS METALS CONTROL OFFICER (PMCO))			
04-1	Is a site Precious Metals Control Officer (PMCO) appointed?	Yes	No	N/A
04-2	Does the PMCO have a listing or program that counts for the types and quantities of PMs on site along with the location of the items and the names of the primary and alternate PM custodian?	Yes	No	N/A
04-3	Does the PMCO ensure that all PMs are tracked in the data base?	Yes	No	N/A
04-4	Does the PMCO provide written instructions and training to the PMs property custodians?	Yes	No	N/A
04-5	Does the PMCO monitor the acquisition, use, control, and disposal of PMs?	Yes	No	N/A
04-6	Does the PMCO in the inventory report identify any inconsistencies between holdings and records that cannot be justified?	Yes	No	N/A
04-7	Does the PMCO post transactions in the database for the inventory losses as an inventory adjustment and are the Property Accounting Records updated to reflect the inventory results?	Yes	No	N/A
04-8	Is an annual PMs inventory conducted and are the results of the inventory provided to the Prime Contractor?	Yes	No	N/A
04-9	Are periodic inspections conducted to check quantities held by custodians, inventories, records, and security of PMs?	Yes	No	N/A

APPENDIX D

**SAMPLE SELF-ASSESSMENT CHECKLIST
 PRECIOUS METALS
 (Page 2 of 2)**

04-10	Is an annual report on the disposal and shipments of PMs submitted to the Prime Contractor?	Yes	No	N/A
04-11	Is an annual PMs forecast developed along with reporting excess PMs and is it submitted to the Prime Contractor?	Yes	No	N/A
04-12	Are requisitions for PMs reviewed to determine if they can be satisfied from known site excess stocks. If not, is the requisition annotated showing that it cannot meet using excess PMs (Requisitions for PMs must be submitted to the Oakridge Business Center for PMs)?	Yes	No	N/A
04-13	Is Form 68 used to obtain approval to ship PMs to Oak Ridge or other locations?	Yes	No	N/A
04-14	Are excess PMs to be dispositioned for reuse or disposed as LLW recorded on a DE form (PMs disposed as LLW should be reflected on a Waste Traveler Form attached to the DE)?	Yes	No	N/A
04-15	Does the PMCO ensure that an EDP is developed for excess PMs to determine the feasibility of release for reuse or disposal as LLW?	Yes	No	N/A
04-16	When excess PMs are dispositioned and all disposition actions are completed to include a receipt confirmation of PMs shipped off site does the PMCO issue instructions for the removal of those PMs from the inventory records?	Yes	No	NA
PRECIOUS METALS CUSTODIAN (PMCs)				
04-17	Is a primary and alternate PMC appointed for each function authorized the use of PMs?	Yes	No	N/A
04-18	Are the primary and alternate PMC's trained by the PMCO on the management (accountability, control and security) of PMs?	Yes	No	N/A
04-19	Does the PMC maintain a perpetual inventory record using the PM inventory record with the following information: Location of the materials/metals, types of PMs, quantity (volume or weight), dollar value, Metal Content as applicable, and is the database current?	Yes	No	N/A
04-20	Does the PMC assist the PMCO on conducting the annual PM inventories or periodic inspections	Yes	No	N/A
04-21	Does the PMC provide the PMCO the annual forecast for PMs and are those PMs identified as excess?	Yes	No	N/A
04-22	Does the PMC perform a physical inventory transfer of account when a new PMC is appointed?	Yes	No	N/A
04-23	Does the PMC conduct an EDP for the disposal of excess PMs for reuse or to be disposed as LLW?	Yes	No	N/A
04-24	Does the PMC record those PMs that can be released for reuse on the DE form and is a copy of the Waste Traveler attached for those PMs disposed as LLW?	Yes	No	N/A
04-25	Is the PMC or alternate the only individual that has access to vaults or safes used to store PMs?	Yes	No	N/A

APPENDIX E

**SAMPLE SELF-ASSESSMENT CHECKLIST
 ACCOUNTABILITY & CONTROL OF PERSONAL PROPERTY
 (Page 1 of 4)**

ROCKY FLATS ENVIRONMENTAL TECHNOLOGY SITE (RFETS) PERSONAL PROPERTY MANAGEMENT ASSESSMENT CHECKLIST	NUMBER: 05
FUNCTIONAL AREA: PROPERTY MANAGEMENT	
TOPIC: ACCOUNTABILITY & CONTROL OF ACCOUNTABLE PERSONAL PROPERTY	
APPLICABLE TO: PROPERTY MANAGEMENT & PERSONAL PROPERTY CUSTODIANS	
Reference(s): 41CFR, DOE FPMR/PMR, PMM, Chapter IV	

CRITERIA

An effective and compliant program is in place for accountability & control of personal property by Property Management and Personal Property Custodians.

ITEM	AREA OF INTEREST	ASSESSMENT		
	GENERAL			
	PROPERTY MANAGEMENT			
05-1	Has a site Property Administrator been appointed to manage the site personal property program?	Yes	No	N/A
05-2	Does Property Management maintain a centralized property management system to account for personal property and to provide site-wide guidance, coordination, assistance and management overview?	Yes	No	N/A
05-3	Are periodic reviews of the PEMS data records performed to validate the accuracy of the records and to standardize as much as possible the identification data of property tracked in PEMS?	Yes	No	N/A
05-4	Has an approved Property Management manual been issued	Yes	No	N/A
05-5	Does Property Management provide guidance on the tagging of incoming personal property deemed to be sensitive or accountable?	Yes	No	N/A
05-6	Does Property Management record the serial number of each sensitive property on the receiving document?	Yes	No	N/A
05-7	Does Property Management maintain a list of sensitive property that requires special control before and after issue?	Yes	No	N/A
05-8	Is guidance provided to Receiving personnel on ready identification and physical security of sensitive property?	Yes	No	N/A
05-9	Are sensitive items that are also classified as capital items identified in the PEMS?	Yes	No	N/A

APPENDIX E

SAMPLE SELF-ASSESSMENT CHECKLIST
ACCOUNTABILITY & CONTROL OF PERSONAL PROPERTY
 (Page 2 of 4)

05-10	Does Property Management work with Finance to determine which contractors are authorized the use of government furnished personal property and when the contract expires?	Yes	No	N/A
05-11	Is there a training program established for training property custodians and does this cover the responsibilities for managing accountable personal property and training on the use of PEMS?	Yes	No	N/A
05-12	Does Property Management have a list of current Personal Property custodians?	Yes	No	N/A
05-13	Is the PEMS users guide reviewed periodically for updates and is the review documented?	Yes	No	N/A
05-14	Is follow-up action taken with property custodians on delinquent new receipts not accepted by the custodian after 5 working days upon delivery receipt?	Yes	No	N/A
05-15	Are new receipts of accountable property tracked to ensure the receiving property custodians accepts the new receipt in PEMS within 5 working days upon delivery receipt?	Yes	No	N/A
05-16	Is a review of open PEMS transactions conducted to identify those that have been open over 5 working days and is action taken with the custodians to close the open transactions?	Yes	No	N/A
05-17	Is a periodic review conducted on the records of dispositioned personal property to ensure the PEMS data records are current?	Yes	No	N/A
05-18	Are Internal record files established to account for personal property that has been retired from PEMS?	Yes	No	N/A
05-19	Is approval obtained from DOE for loan of equipment to a non DOE agency prior to release of the equipment, and is a copy of the loan agreement on file?	Yes	No	N/A
05-20	Is the loan equipment tracked to ensure it is returned by the agreement expiration date?	Yes	No	N/A
05-21	Does Property Management have procedures in-place to account for and control borrowed, leased, or rented personal property?	Yes	No	N/A
05-22	Does Property Management have procedures for property custodians to account for Temporary Property Pass?	Yes	No	N/A
05-23	Does Property Management work with Finance to review and approve the purchases, borrowing, lease, or rent of new equipment to validate if such requirements can be met with in-house excess resources?	Yes	No	N/A
05-24	Does Property Management have an assessment program to conduct physical inventories of personal property to assess the effectiveness of property custodians in managing personal property?	Yes	No	N/A

APPENDIX E

**SAMPLE SELF-ASSESSMENT CHECKLIST
 ACCOUNTABILITY & CONTROL OF PERSONAL PROPERTY
 (Page 3 of 4)**

05-25	Are Physical Inventories conducted based on the following: (1) Capital Equipment, biennial-basis using the DOD approved Double Statistical Sampling, (2) Sensitive Property, 100% every third year and using the DOD statistical Double Sampling Plan every year, (3) Precious Metals, 100% annually, (4) Materials & General Stores - annually using the DOD approved Double Sampling Plan?	Yes	No	N/A
05-26	Are 100% inventories conducted on those accounts that fail to pass the DOD Double Sampling Statistical Inventory?	Yes	No	N/A
05-27	Are results of physical inventories reported to the Prime Contractor reflecting the beginning balance and adjustments made by line item and dollar value?	Yes	No	N/A
05-28	Is the PEMS system updated to reflect the inventory adjustments?	Yes	No	N/A
05-29	Is the accountability of property being managed in PEMS using the data elements defined in the PMM?	Yes	No	N/A
05-30	Is action taken to resolve problems with abandoned personal property accounts?	Yes	No	N/A
05-31	Is Property Management involved in the close out of property accounts resulting from termination of subcontractor contracts or merger of contracts to ensure proper transfer of property or the disposition of the property?	Yes	No	N/A
05-32	Does property management provide an inventory turnover reconciliation worksheet to property custodians transferring accounts to another custodian to record items not located during the inventory and are those adjustments processed in PEMS as an inventory adjustment?	Yes	No	N/A
	PERSONAL PROPERTY CUSTODIANS			
05-33	Is an organizational personal property custodian appointed and has the custodian completed training within 3 months of being appointed?	Yes	No	N/A
05-34	Does the custodian maintain controlled copies of the Property Management Manual, the PEMS user guide and other directives involving the management of personal property?	Yes	No	N/A
05-35	Is the custodian knowledgeable of his/her duties in the management of personal property?	Yes	No	N/A
05-36	Does the custodian have access to the PEMS data base and is he/she familiar in using the system and in taking prompt action to update changes in status of items in PEMS?	Yes	No	N/A
05-37	Are all assigned sensitive items in PEMS assigned an end user (excess items do not require an end user)?	Yes	No	N/A
05-38	Can the custodian account for all items assigned to the account?	Yes	No	N/A

APPENDIX E

**SAMPLE SELF-ASSESSMENT CHECKLIST
 ACCOUNTABILITY & CONTROL OF PERSONAL PROPERTY
 (Page 4 of 4)**

05-39	Has the custodian established an internal assessment program to validate the accuracy of the account (items on hand versus the PEMS records, validation of PEMS data elements, transfers of property, items identified as excess and turned into Property Management, accepting new receipts for property, etc.)?	Yes	No	N/A
05-40	Does the custodian keep records of items signed out on Temporary Property Passes or used at home by an end user?	Yes	No	N/A
05-41	Are new receipts for property accepted in PEMS within 5 working days of receiving the property?	Yes	No	N/A
05-42	Are open transactions in PEMS involving the account completed within 5 working days?	Yes	No	N/A
05-43	Is excess property used to fill other requirements for property before purchasing new items	Yes	No	N/A
05-44	Does the custodian assist Property Management in conducting physical inventories?	Yes	No	N/A
05-45	Is adequate protection provided to protect property from loss, theft, or damage?	Yes	No	N/A
05-46	Is a turnover inventory conducted before a new custodian takes over the account and are items not located during the inventory noted on the inventory turnover reconciliation document provided to Property Management?	Yes	No	N/A
05-47	Does the custodian take quick action in reporting missing property or damaged property to Property Management and WSI?	Yes	No	N/A
05-48	Does the custodian obtain approval from Property Management on cannibalization of property used for spare parts?	Yes	No	N/A
05-49	Does the custodian keep records of property sent off-site for modification or repair and is action taken to track the property until it is return?	Yes	No	N/A
05-50	Does the custodian keep records of loaned property until it is returned?	Yes	No	N/A
05-51	Does the custodian perform a physical inventory of items transferred from another custodian before accepting the transfer of property in PEMS?	Yes	No	N/A

APPENDIX F

**SAMPLE SELF-ASSESSMENT CHECKLIST
 LOST/DAMAGED OR DESTROYED GOVERNMENT PROPERTY
 (Page 1 of 3)**

ROCKY FLATS ENVIRONMENTAL TECHNOLOGY SITE (RFETS) PERSONAL PROPERTY MANAGEMENT ASSESSMENT CHECKLIST	NUMBER: 06
FUNCTIONAL AREA: PROPERTY MANAGEMENT	
TOPIC: LOST/DAMAGED/DESTROYED (LDD) PROGRAM	
APPLICABLE TO: PROPERTY MANAGEMENT AND PERSONAL PROPERTY CUSTODIANS	
Reference(s): 41 CFR, DOE FPMR/PMR, PMM CHAPTER IV PART 4	

CRITERIA

An effective and compliant program is in place for accounting for Lost/Damaged/Destroyed (LDD) personal property through the Report of Loss, Damage or Destruction of Government Property.

ITEM	AREA OF INTEREST	ASSESSMENT		
	GENERAL			
	PROPERTY MANAGEMENT			
06-1	Have procedures been established and published for LDD of personal property?	Yes	No	N/A
06-2	Is the LDD process included in the training of account custodians?	Yes	No	N/A
06-3	Is the PSR submitted within 24 hours of the suspected theft, or unauthorized damage/destruction along with a copy of the WSI report?	Yes	No	N/A
06-3	Are LDDs submitted resulting from theft and unauthorized damage/destruction of property?	Yes	No	N/A
06-4	Does the LDD include the acquisition cost and Fair Market Value (FMV) of the item?	Yes	No	N/A
06-5	Is the LDD form properly completed to include recommendation on whether negligence, willful misconduct, or unauthorized use of government property led to the theft or unauthorized damage/ destruction of the property?	Yes	No	N/A
06-6	If the property custodian is suspected to be involved in the theft or unauthorized damage/destruction of the property is the LDD been completed by an objective party other then the custodian and is it reviewed by the custodians supervisor?	Yes	No	N/A
06-7	Are LDDs submitted for all cases involving sensitive property regardless of dollar value (Minimum value for reporting LDDs is \$500.00)?	Yes	No	N/A
06-8	Does Property Mgmt. have a LDD control log to ensure LDDs are closed out within 45 days of submission by the custodian?	Yes	No	N/A

APPENDIX F

**SAMPLE SELF-ASSESSMENT CHECKLIST
 LOST/DAMAGED OR DESTROYED GOVERNMENT PROPERTY
 (Page 2 of 3)**

06-9	Are the PEMS records retired prior to reporting them to Prime Contractor and DOE/RFFO, and are the PEMS records flagged to reflect the item as a LDD adjustment?	Yes	No	N/A
06-10	Is a recommendation made to the Prime Contractor LDD approving/reviewing authority for LDDs to be signed for relief of accountability or to be forwarded to DOE/RFFO for relief of accountability?	Yes	No	N/A
06-11	Are LDDs for items with a value of up to \$9,999.99 sent to the Prime Contractor LDD approving authority to sign for relief of accountability?	Yes	No	N/A
06-12	Are LDDs for items with a value above \$9,999.99 sent to the Prime Contractor LDD approving official to review and forward to DOE/RFFO to sign for relief of accountability?	Yes	No	N/A
06-13	Are LDDs submitted for DOE/RFFO approval submitted within 30 days of receiving the PSR from the custodian?	Yes	No	N/A
06-14	Is a PEMS data base records adjustment report provided to the Prime Contractor once a month to reflect adjustments made due to LDDs? (This should include the number of line items adjusted due to inventory adjustments by the type of inventory (example: sensitive property, capital property, wall to wall inventory, etc.) and "LDD Adjustments" resulting from theft or the unauthorized damage/destruction of property. The report should reflect the total line items adjusted, dollar value of items adjusted and the category of adjustment (theft, damage, destruction,) plus an attached copy of the LDDs. The report should be approved and signed by Property Administration Supervisor and the Property Manager Department Manager)	Yes	No	N/A
	Does Property Management publish a quarterly analysis of the number of LDD incidents resulting from theft or unauthorized damage/destruction of personal property along with recommended courses of actions that could be implemented to reduce the incidents of theft or unauthorized damage/destruction of property? (This report should be submitted to Prime Contractor Property Management).	Yes	No	N/A
	PERSONAL PROPERTY CUSTODIAN			
06-16	Is the custodian trained and knowledgeable of the procedures for submitting an LDD?	Yes	No	N/A
06-17	Does the custodian take prompt action to determine the circumstances leading to the theft, damage, or destruction?	Yes	No	N/A
06-18	Does the custodian initiate the LDD within 24 hours of discovering the theft or unauthorized damage/destruction report to WSI and is a copy of the WWSI incident report submitted with the PSR?	Yes	No	N/A

APPENDIX F

**SAMPLE SELF-ASSESSMENT CHECKLIST
LOST/DAMANAGED OR DESTROYED GOVERNMENT PROPERTY
(Page 3 of 3)**

06-19	Has the custodian properly completed the LDD form to record the circumstances leading to the theft or unauthorized damage/destruction of the property?	Yes	No	N/A
06-20	Has the property custodian's supervisor reviewed the LDD to consider corrective actions to possibly prevent incidents of theft or unauthorized damage/destruction of property?	Yes	No	N/A
06-21	Does the custodian keep copies of LDDs submitted to Property Management until they have been processed in PEMS and the records have been retired?	Yes	No	N/A
06-22	Are incidents of theft or unauthorized damage/destruction of property discussed at meetings to increase the awareness of thefts or unauthorized damage/destruction of personal property?	Yes	No	N/A

**APPENDIX G
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DOD STATISTICAL DOUBLE SAMPLING PLAN

The Department of Energy-sanctioned Department of Defense Double Sampling Plan (Table 1) is used to determine appropriate sample sizes and acceptance criteria to validate the inventory results at the 90 percent confidence level. For example, if the lot size is 6,309 items, this falls within the 401 to 10,000 item lot range. For this lot range, a random selection of 34 items each is required for Sample 1 and Sample 2 (68 items total). To provide the flexibility needed to exempt items located in contaminated areas from the validation process, an Oversample can be used to replace items from either Sample 1 or 2 on a one-for-one basis. The number of items in the Oversample is based on 25% of the basic sample size. In this case, 25% of 68 items would result in an Oversample of 17 items.

**TABLE 1
 DEPARTMENT OF DEFENSE DOUBLE SAMPLING PLAN**

Lot Range	Sample Size 1	Accept if Defects in Sample 1 Are	Reject if Defects in Sample 1 Are	Continue with Sample 2 if Defects in Sample 1 Are	Sample Size 2	Accept if sum of Defects in Samples 1 and 2 Equals or is Less Than	Reject if Sum of Defects in Samples 1 and 2 Equals or Exceeds
1 - 18	All	0	1	-	-	-	-
19 - 50	18	0	1	-	-	-	-
51 - 90	21	0	2	1	21	1	2
91 - 150	25	0	3	1 or 2	25	2	3
151 - 400	32	0	4	1, 2 or 3	32	3	4
401 - 10,000	34	0	4	1, 2 or 3	34	3	4
10,001 - 35,000	40	0	5	1, 2, 3 or 4	40	4	5
35,001 - 100,000	46	0	6	1, 2, 3, 4 or 5	46	5	6
100,000+	52	0	7	1, 2, 3, 4, 5 or 6	52	6	7

Instructions for using the Microsoft Excel's Data Analysis Sampling Tool

A. The Microsoft Excel's Data Analysis Sampling Tool: This provides means to randomly select the items subject to review during the validation process for Sample #1, Sample #2 and the Oversample.

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DOD STATISTICAL DOUBLE SAMPLING PLAN

B. Sampling analysis tool : This analysis tool creates a sample from a population by treating the input range as a population. When the population is too large to process or chart, you can use a representative sample. You can also create a sample that contains only values from a particular part of a cycle if you believe that the input data is periodic. For example, if the input range contains quarterly sales figures, sampling with a periodic rate of four places values from the same quarter in the output range.

C. Sampling dialog box, Input Range: Enter the references for the range of data that contains the population of values you want to sample. Microsoft Excel draws samples from the first column, then the second column, and so on.

D. Labels: Select if the first row or column of your input range contains labels. Clear if your input range has no labels; Microsoft Excel generates appropriate data labels for the output table.

E. Sampling Method: Click Periodic or *Random* to indicate the sampling interval you want.

F. Period: Enter the periodic interval at which you want sampling to take place. The period-th value in the input range and every period-th value thereafter is copied to the output column. Sampling stops when the end of the input range is reached.

G Number of Samples: *Enter the number of random values* you want in the output column. Each value is drawn from a random position in the input range, and any number can be selected more than once. *For our purposes, the number of random values equals the total number of items required to support Sample #1, Sample #2 and the Oversample.*

H. Output Range: Enter the reference for the upper-left cell of the output table. Data is written in a single column below the cell. If you select Periodic, the number of values in the output table is equal to the number of values in the input range, divided by the sampling rate. *If you select Random, the number of values in the output table is equal to the number of samples.*

I. New Worksheet Ply: *Click to insert a new worksheet in the current workbook and paste the results starting at cell A1 of the new worksheet.* To name the new worksheet, type a name in the box.

J. New Workbook: Click to create a new workbook and paste the results on a new worksheet in the new workbook.

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DOD STATISTICAL DOUBLE SAMPLING PLAN

K. Validation: The process of validating the lot numbers selected or range of parameters selected includes the accuracy of all data elements or required information. For example all elements of the PEMS data base must be validated when assessing physical property. This includes:

- Property Control Number (PCN)
- Item is on hand
- Item Serial Number
- Item description
- Model number
- Building number
- Room or Cubicle number
- End User code
- Property custodian's Name
- Property custodian's account number
- Manufacturer